

# CORCORAN

GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

ALDUS HIGGINS CHAPIN

*Executive Vice President of the Trustees  
Chairman, Board of Governors*

## List of Officers 1970

George E. Hamilton, Jr.  
Aldus H. Chapin  
David E. Finley  
Gordon Gray  
Robert L. Walsh, Jr.  
Freeborn G. Jewett, Jr.  
Walter Hopps

Frank D. Parulski

President  
Executive Vice President  
First Vice President  
Second Vice President  
Treasurer  
Secretary  
Acting Director of the  
Gallery and  
Assistant Secretary  
Assistant Treasurer



CORCORAN GALLERY OF ART  
TRUSTEES MEETING  
April 26, 1971, 10:00 a.m.

AGENDA

Executive Session:

- 1) Approval of Minutes of Annual Meeting held on January 25 and Special Meeting held on March 22, 1971.
- 2) Report of Ad Hoc Committee.
- 3) Feasibility Study - Don Smith Report (Myer Foundation Letter).
- 4) Authority of the Committee on Works of Art.
- 5) Other business.

Regular Session:

- 1) Treasurer's letter of transmittal.
- 2) Report on Operation of the Budget for First Quarter, 1971.
- 3) Adoption of Art School Budget, 1971-72.
- 4) Approval of Gallery Staff Manual.
- 5) May - Development Month.
- 6) Consideration of Minutes, Committee on Works of Art Meeting, April 8, 1971.
- 7) Election of Officers.
- 8) Approval of Quarterly Reports:
  - a) The Director
    - 1) The Curator
    - 2) The Registrar
    - 3) The Dupont Center
    - 4) The Curator of Education
    - 5) Building and Grounds
    - 6) Publications and Sales/Art Rental
    - 7) Special Projects
  - b) The Dean of the Art School
  - c) Manager of Development
  - d) Membership Secretary
  - e) Manager of Public Information



Resolution adopted by Board of Governors, April 19, 1971:

Resolved: That approval of the Art School budget for 1971-72, as submitted by the Dean of the School and endorsed by the Art School Committee, is hereby recommended by the Board of Governors, subject to determination by the Joint Executive Committee and the Trustees of the amount of the transfer payment to be made by the School to the Gallery.



Resolution adopted by Board of Governors, April 19, 1971:

Resolved: That approval of the Art School budget for 1971-72, as submitted by the Dean of the School and endorsed by the Art School Committee, is hereby recommended by the Board of Governors, subject to determination by the Joint Executive Committee and the Trustees of the amount of the transfer payment to be made by the School to the Gallery.



April 23, 1971

In the Joint Executive Committee meeting on April 22, 1971 the following resolution was adopted for referral to the Trustees: It is recommended that the expenditures proposed in the Art School budget for 1971-72 of \$542,800 be approved subject to periodic review by the Art School committee and that this approval be based on fulfillment of the estimated income of \$549,500.



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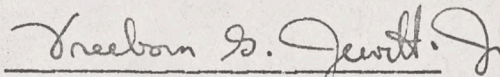
31 March 1971

The Board of Trustees  
Corcoran Gallery of Art

Enclosed are copies of the minutes of the Annual Meeting of the Board of Trustees held January 25, 1971 and of the Special Meeting of the Board of Trustees held March 22, 1971.

For the benefit of those of you who were not present at the Special Meeting on March 22nd, there are attached copies of the documents distributed at that meeting.

Respectfully yours,

  
Freeborn G. Jewett, Jr.  
Secretary

Encl.



MINUTES OF THE ANNUAL MEETING  
OF THE  
BOARD OF TRUSTEES OF THE CORCORAN GALLERY OF ART

JANUARY 25, 1971

The Annual Meeting of the Board of Trustees of the Corcoran Gallery of Art was held at the Gallery at 10 o'clock on January 25, 1971. The meeting was called to order by Mr. Hamilton. The other members present were: Mrs. Chase and Messrs. Bradley, Chapin, Finley, Gray, Hall, Kreeger and Thom.

Also present were: Messrs. Jewett and Walsh, Secretary and Treasurer, respectively.

In the absence of objections, and there being no corrections suggested, the minutes of the Quarterly Meeting of the Board of Trustees, held October 26, 1970 were approved as presented.

Mr. Chapin reported that Mr. Frank Parulski had requested retirement as of February 28, 1971 as Comptroller of the Gallery and Assistant Treasurer. This request was accepted by the Trustees with sincere expressions of regret and of gratitude to Mr. Parulski for his many years of service to the Gallery.

Mr. Hamilton suggested that action be postponed on the election of the officers of the Board of Trustees for 1971. There being no objections, no action was taken on the election of officers, it being understood that the existing officers would continue in their positions until further action by the Board of Trustees.

Mr. Chapin recommended that seven members of the Board of Governors be re-elected for 3-year terms ending January 1974. After due consideration, the following Governors were so re-elected:

Marshall B. Coyne  
Mones E. Hawley  
Ray Hubbard  
Hugh N. Jacobsen

John Kinard  
Alice G. Korff  
J. Burke Wilkinson

Mr. Chapin recommended that certain additional persons be elected to fill vacancies existing in the Board of Governors. After due consideration, the following were elected to fill vacancies in the Board of Governors:

Peggy Cooper (term expires January 1972)  
Robert H. Smith (term expires January 1973)  
Chester Carter (term expires January 1974)

In connection with the election of Governors, Mr. Gray requested that the minutes of the meeting reflect that it should be the policy of the Gallery to elect as Trustees or Governors no staff member of any other art institution,



thus avoiding any potential conflict of interest. This expression of policy was accepted.

Mr. Thom recommended that the fiscal year of the Gallery be changed from the calendar year to the period from September 1 through August 31. He indicated that this would more nearly coincide with the active year of the Gallery and would permit approval of the Budget during the summer months. Following due consideration, it was unanimously

RESOLVED, that the fiscal year of the Gallery shall henceforth be from September 1 through August 31, and that the current fiscal year shall be from January 1, 1971 through August 31, 1971.

Mr. Walsh presented his letter of January 22, 1971 and a report on the operation of the budget for 1970, which showed a total of expenses over income of \$77,824.83 including \$38,437.90 of non-budgeted expenses for the Gallery and the Clark Wing. The budget showed that 99.68% of the amount budgeted had been expended during the year; this included \$217,617.00 transferred from the Endowment Fund to meet current obligations.

The Report of the Vice President for Management showed that the School of Art had an excess of income over expenses amounting to \$58,713.91 for the four months ending December 31, 1970, as compared with an excess of income over expenses of \$5,756.52 for the same period in the prior year. Art School expenses for the 4-month period were 31.37% of the amount budgeted for the fiscal year September 1, 1970-August 31, 1971.

Mr. Chapin presented the proposed budget for 1971, which was considered by the Trustees.

Several members expressed their extreme concern with respect to the continued deficit financing of the Gallery and requested that ways be sought to reduce these expenses. Particular concern was expressed with regard to the need for adequate physical care of the Collection and for drastic measures to be taken to improve the security and the physical condition of the building, particularly in order to qualify for fine arts insurance on the Permanent Collection and the Clark Collection.

After consideration of various alternative resolutions, the following resolution was unanimously approved:

RESOLVED, that the provisional budget for 1971, as presented to the meeting, be approved, provided that not more than 25% thereof be spent in the first three months and that not more than 25% of the indicated deficit be incurred in that period, and further

RESOLVED, that expenditures in excess of 25% of any item in said provisional budget be referred to the Executive Committee of the Trustees.



Mr. Thom referred to the item of non-recurring expenses contained in an attachment to the proposed 1971 Budget. These expenses were related principally to maintenance and security and were required in order to restore fine arts insurance coverage. Following due consideration, it was unanimously

RESOLVED, that up to \$50,000 of the Endowment Fund shall be authorized to be spent to cover the expenses related to fulfilling the requirements for restoration of basic fine arts insurance on the Collection of the Gallery and the Clark Wing.

Mr. Chapin requested authority to spend \$4,500 prior to March 31, 1971 for salaries and expenses in support of the work of the consultant in connection with the possible Fund Drive. After careful consideration, the following resolution was approved, with Messrs. Hamilton and Bradley opposed:

RESOLVED, that \$4,500 is authorized to be spent prior to 31 March 1971 for salaries and expenses of personnel required to support the activities of the Gallery's consultant in preparing a feasibility study regarding a possible Fund Drive.

Upon motion, duly seconded, the following resolution was approved:

RESOLVED, that the Riggs National Bank of Washington, D. C., is hereby designated a depository for the funds of this corporation and the said bank is hereby authorized and directed to pay checks and other orders for the payment of money drawn in the name of this corporation when signed by the President, the Chairman of the Finance Committee, the Treasurer, or the Assistant Treasurer, and the said bank shall not be required, in any case, to make inquiry respecting the application of any instrument executed in virtue of this resolution, or of the proceeds therefrom, nor be under any obligation to see to the application of such instrument or proceeds.

Mr. Hamilton referred to the action taken at the January 21, 1971 meeting of the Joint Executive Committee at which it was recommended that the Trustees consider favorably the Gallery staff proposal to establish a "Corcoran Club" and to make application for a Class C liquor license, subject to advice of counsel as to the legal feasibility of the proposal and on the understanding that criteria for membership in the "Club" will receive prior approval of the Joint Executive Committee. This proposal was referred back for further consideration by counsel and the Joint Executive Committee after three members of the Board expressed their doubts and opposition.

The Executive Session of the meeting was declared ended and the following persons were invited to participate in the remainder of the meeting:



Walter Hopps, Director of the Gallery  
Roy Slade, Dean of the School of Art  
Eugene Myers, Vice President for Management  
Niles W. Bond, Assistant Secretary  
Russell Leone, Assistant Comptroller

Mr. Hamilton referred to the resolution of the Joint Executive Committee adopted on January 21, 1971, favoring a moral commitment on the part of the Trustees to the principle of seeking national accreditation for the Art School on the understanding that the financial implications of such accreditation would be thoroughly explored in advance by the Finance Committee. Mr. Gray and Dean Slade explained this proposal, pointing out that it would represent a commitment running as far as four years in the future, probably involving increases in salaries and expenses of the Art School, but perhaps giving the School access to other resources of a public or private nature. Mr. Slade emphasized that the Gallery could withdraw from its action taken in the direction of accreditation at any time because no commitment with any third party or outside authority was involved.

Upon motion, duly seconded, the following resolution was unanimously approved:

RESOLVED, that the Art School be and is hereby authorized to seek national accreditation, it being understood that any final commitment thereunder be approved in advance by the Finance Committee.

Mr. Chapin reported that Mrs. Gwendolyn Cafritz had arranged for a grant of \$50,000 from The Cafritz Foundation to support the 1971 Corcoran Biennial. Upon motion, duly seconded, it was unanimously

RESOLVED, that the Board of Trustees confer on Mrs. Gwendolyn Cafritz the Silver Medal of the Corcoran Gallery in recognition of her great interest and participation in the activities of the Gallery and her generous support thereof.

Upon motion, duly seconded, the following resolutions were approved:

RESOLVED, that the Board of Trustees hereby accepts the following gifts which were presented between October 1 and December 31, 1970:



This page was intentionally removed due to a research restriction on all Corcoran  
Gallery of Art Development and Membership records.

Please contact the Public Services and Instruction Librarian with any questions.



The Director presented the reports of the Curator, and his special reports of January 22, 1971, regarding the exhibition space for the Clark Collection and on the use of the atrium, which reports had been requested by the Trustees at their October 1970 meeting. These reports were approved and ordered filed with the minutes.

The Dean of the Art School presented a report for the fourth quarter of 1970, which was duly approved and ordered filed with the minutes.

Mr. Chapin presented the quarterly reports of the Development Office and the Membership Office, which showed a total of 4,375 active members as of December 31, 1970 and indicated that total income from membership during 1970 was \$100,503, representing a 14.5% increase in income over 1969. Mr. Chapin also presented the reports of the Dupont Center, the Registrar, the Department of Education, the Building and Grounds, the Sales Desk, the Art Rental and Sales Gallery, and of Special Projects, as well as that of the Office of Public Information. All of these reports were duly approved and ordered filed with the minutes of the meeting.

There being no further business to come before the meeting, it was adjourned at 1:05 p.m.

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Freeborn G. Jewett, Jr.  
Secretary



MINUTES OF THE SPECIAL MEETING  
OF THE  
BOARD OF TRUSTEES OF THE CORCORAN GALLERY OF ART

MARCH 22, 1971

A Special Meeting of the Board of Trustees of the Corcoran Gallery of Art was held at the Board Room of the Union Trust Company, 15th and H Streets, N. W., Washington, at 3 o'clock on March 22, 1971. The meeting was called to order by Mr. Hamilton. The other members present were: Mrs. Chase and Messrs. Bradley, Chapin, Finley and Thom. Also present were: Messrs. Jewett and Walsh, Secretary and Treasurer, respectively.

Mr. Hamilton indicated that the meeting had been called for the purpose of considering the feasibility report on a fund drive which had been prepared by Smith, Legge & Darcy, Inc., of Rochester, New York. Mr. Hamilton noted that he had spoken with Messrs. Gray and Hall, each of whom felt that a fund drive should take place and offered his assistance in such drive. Mr. Gray had stressed that action should first be taken to cure certain administrative deficiencies of the Gallery.

Mr. Hamilton stated that he had received a report of the Executive Committee of the Board of Governors, which had been asked by the Joint Executive Committee to analyze the 1971 Budget and to recommend measures to bring about a balanced budget. The Governors' Executive Committee, under the chairmanship of Mr. Lee M. Folger, had prepared the following statement, which was distributed to those present and read by Mr. Hamilton:

"The Governors Executive Committee in connection with the feasibility study and the charge given them in January by the Joint Executive Committee would like to submit the following thoughts to the Trustees:

The Trustees must take an active leadership role in the affairs of the Corcoran, including fund raising and general community relations. The Governors must share all these responsibilities with the exception of the legal accountability for the physical assets of the Corcoran. They must have a strong commitment to the Gallery, which can be shown in many ways, depending on the talents of the individual.

The Executive Vice President must have a group of top volunteer leadership with whom to work so he can have guidelines as to how to direct the Corcoran. This group must stay current with the problems and be available to the Executive Vice President whenever necessary."

The above Committee had also prepared a revised budget for 1971 calling for elimination of a number of positions and reducing the anticipated 1971 deficit from \$166,600 to between \$16,000 and \$51,100, depending upon the extent of the personnel reductions. At Mr. Hamilton's request,



Mr. Jewett explained the conclusions of the Governors' Executive Committee in whose deliberations he had participated; he distributed a list of current 1971 budget positions and expenses, as well as the Committee's proposals.

Mr. Chapin reported that income for January and February had been somewhat above that anticipated, and that he expected first quarter expenditures to be 28.6% of those projected for the year in the budget presented to the Board of Trustees at its January 25, 1971 meeting; several members of the staff had been dismissed and their salaries were being phased out gradually. Mr. Chapin distributed a March 18, 1971 memorandum of the Comptroller, showing savings resulting from reduction of personnel and from various expenditure controls.

Mr. Chapin reported on repairs, readjustments and small construction being carried out within the physical plant in order to comply with insurance requirements. For security purposes, a number of the outside access routes to the Gallery have been closed off, protective heavy mesh wiring installed and certain arrangements in studios in the Art School have been accomplished in order to meet fire regulations. Expenditures on these items fall within the \$50,000 authorized by the Trustees at the Annual Meeting. Bids are expected momentarily on major work such as the installation of fire and burglar detection systems and improvement of the wiring. Funds for this work are being sought through foundation sources.

Mr. Hamilton summarized the feasibility report prepared by Mr. Smith, which had been distributed to all the members of the Board of Trustees, calling particular attention to the seven recommendations beginning on page 12 thereof. He made special reference to the recommendations regarding the need for administrative strengthening in order to present a clear and strong image to the public. In this connection, he asked for authority to appoint a committee of the Boards of Trustees and Governors for the purposes set forth in the following resolution, which was duly approved:

RESOLVED that the President is authorized to appoint a Special Committee of the Board of Trustees and the Board of Governors to analyze and make recommendations with respect to the administrative organization of the Gallery and the timing of an eventual fund drive.

Mr. Chapin noted that the resolution approved at the January 25, 1971 meeting of the Board of Trustees contained authority for expenditures under the 1971 provisional budget only through the end of March. In view of the fact that the next meeting of the Board of Trustees would not take place until the Quarterly Meeting of April 26, 1971, he requested authority for expenditures during the month of April. Accordingly, the following resolution was unanimously approved:

RESOLVED that the provisional budget for 1971, as presented to the Board of Trustees on January 25, 1971, be approved, provided that not more than one-third thereof be spent in the first four months and that not more than one-third of the indicated deficit be incurred in that period, and further

RESOLVED that expenditures in excess of one-third of any item in said provisional budget be referred to the Executive Committee of the Trustees.

There being no further business to come before the meeting, it was adjourned at 4:40 p.m.

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Freeborn G. Jewett, Jr.  
Secretary



GALLERY EXPENSES  
January 1, 1971 thru March 31, 1971

	<u>Prior</u> <u>1970</u>	<u>Act</u> <u>Jan</u>	<u>Act</u> <u>Feb</u>	<u>Act</u> <u>Mar</u>	<u>Act</u> <u>YTD</u> <u>Mar</u>	<u>Bud</u> <u>YTD</u> <u>Mar</u>	<u>%</u> <u>Expended</u>
Salaries	20.0	39.1	24.8	70.4	154.3 <sup>(1)</sup>	121.7	31.7
Benefits	-	5.3	2.0	2.0	9.3	12.9	18.1
Department Expenses	9.7	7.8	6.2	18.1	41.8 <sup>(2)</sup>	25.0	41.8
Maintenance Operation	-	2.1	11.9	2.2	16.2	9.6	41.5
DuPont Center	.2	.7	1.3	1.6	3.8 <sup>(3)</sup>	2.1	44.2
Insurance	-	-	2.5	-	6.1	5.0	32.3
Exhibitions	6.0	1.5	8.7	7.4	20.0 <sup>(4)</sup>	17.5	28.6
Events	-	.7	.9	5.7	7.3	3.2	56.2
Programs	-	-	-	-	-	.9	-
Special Projects	-	-	-	-	-	-	-
Sponsorships	-	-	-	-	5.1 <sup>(5)</sup>	-	-
Purchases (Gallery Store)	5.2	-	7.2	3.9	16.3 <sup>(5)</sup>	5.7	71.5
Fund Transfer	-	-	12.5	-	12.5 <sup>(6)</sup>	-	-
Totals	<u>41.1</u>	<u>57.2</u>	<u>78.0</u>	<u>116.4</u>	<u>292.7</u>	<u>203.6</u>	<u>35.9</u>

			\$	%
154.3 - 20.0	Dec pay	=	134.3	or 27.6
41.8 - 9.8	Feasibility-4.2 An Rept	=	27.8	or 27.8
3.8 - .2	December expenses	=	3.6	or 41.9
20.0 - 6.0	Soleri	=	14.0	or 20.0
16.3 - 4.4	Dec exp -.8 Dec tax	=	11.1	or 48.7
12.5 - 12.3	(Accrued fm Biennial)	=	.2	or -
Resultant			<u>231.4</u>	or <u>28.4</u>

NOTES:

- A. Budgeted Exhibition Expenses thru April : 57.3
- B. Gallery Store Sales in November and December 19.1
- C. DuPont Center further offset by .6 income; ratio 34.9%
- D. Gallery Store received addition grant of 7.0
- E. Figures in thousands of dollars



GALLERY DONATIONS  
January 1, 1971 thru March 31, 1971

	CM Jan	CM Feb	CM Mar	YTD Mar
Unrestricted	-	-	1.8	1.8
Education Department	-	.1	18.5	18.6
Exhibitions	-	9.3	-	9.3
Sponsorships	2.5	-	2.6	5.1
Feasibility	8.0	-	-	8.0
Gallery Store	9.0	-	-	9.0
Purchases	7.0	-	-	7.0
Events	-	-	3.0	3.0
Maintenance	<u>-</u> 26.5	<u>.8</u> 10.2	<u>-</u> 25.9	<u>.8</u> 62.6

NOTE: Includes Clark Maintenance and Endowment; excludes Art School.

Current month totals do not add to previous reports as there were three sets of books; they have been combined into one.



EXHIBITION EXPENSES  
Thru March 31, 1971

	CM Jan	CM Feb	CM Mar	YTD Mar	Bud
Melzac	792	5,969	-	6,761	12,000
Lapis	-	-	-	-	4,800
Liberman	1,357	101	1,264	2,722	6,000
Other 70	<u>-</u>	<u>-</u>	<u>2,287*</u>	<u>2,287</u>	<u>-</u>
Net	<u>2,149</u>	<u>6,070</u>	<u>3,551</u>	<u>11,770</u>	<u>22,800</u>
 Karshan	 25	 1,035	 207	 1,267	 3,000
Dowell	-	-	-	-	3,500
Wilfred	12	635	1,419	2,066	28,000
Soleri (Sm)	<u>5,995</u>	<u>1,208</u>	<u>1,231</u>	<u>8,434</u>	<u>-</u>
Net	<u>6,032</u>	<u>2,878</u>	<u>2,857</u>	<u>11,767</u>	<u>34,500</u>
 Total	 <u>8,181</u>	 <u>8,948</u>	 <u>6,408</u>	 <u>23,537</u>	 <u>57,300</u>
 Report	 7.5	 8.7	 7.4	 23.6	 -

NOTE: Were lumped together in previous reports.



MEMORANDUM

TO: All Trustees and Governors

FROM: Freeborn G. Jewett, Chairman of the Development Committee

SUBJECT: Proposed prospects for annual membership in the National Committee for the Corcoran and method of solicitation.

DATE: April 15, 1971

Attached is a brief description of the purposes of the National Committee and the list of membership prospects proposed to date.

We would like to ask all Trustees and Governors who are able to do so to assist us by inviting at least two and up to five of these prospects to join the National Committee during the month of May. Contributions up to \$35,000.00 will be matched by the National Endowment for the Arts.

Will you please indicate below how many people you would be willing to ask and check on the attached list the names of all those candidates you know personally. We will be in touch with you to let you know which ones are assigned to you. (The names which are starred indicate prospects which are already members in the National Committee or are in the process of being solicited. They are not candidates for solicitation but we would still like to know whether you know them.)

Please do not invite anyone before you hear from us again.

We would be grateful for any additional prospects which may occur to you.

Yes, I am willing to invite \_\_\_\_\_ number of people to join the National Committee and I have checked those I know on the attached sheet.

(Signed) \_\_\_\_\_



## PROPOSAL FOR NATIONAL COMMITTEE FOR THE CORCORAN

### PURPOSE

The prime purpose of the National Committee for the Corcoran is to give the Corcoran a broader constituency among people of prominence, influence, and/or financial means. Members of the National Committee for the Corcoran ideally will both support the Gallery and serve as leads to foundations and corporations that may become involved in our programs and to individuals who may be able to help improve the Corcoran's permanent collection or give substantially in support of the Gallery's programs. It will also be a sounding board for advice and program suggestions stemming from experience gained by the members of the National Committee through their connections with museums in other locales.

### PROGRAM

The activities for the National Committee for the Corcoran will be limited to one, at the most two, formal events a year. It is thought that a Friday devoted to substances within the Gallery and a Saturday morning art tour outside the Gallery might be appealing. It is anticipated that the Gallery will organize an annual symposium for the National Committee on the American art scene with panels on historic and contemporary trends depending on the interests of the participants. This would provide a scholarly focal point which would also allow for a dinner to which special guests could be invited.

### REASONS FOR BELONGING TO THE NATIONAL COMMITTEE

1. The Corcoran has one of the finest collections of 18th and 19th century American art. Its location in the nation's capital makes it a focal point where people from all over the country can have access to this aspect of America's heritage.

At the time of the Bicentennial, the role of the Corcoran as a showcase of American art in the nation's capital will have widespread impact. The Corcoran looks forward to being one of the focal points in this year-long celebration. It looks to national as well as local support for this purpose.

2. The Corcoran is the one private museum in the nation's capital dedicated to an exhibition program which emphasizes not only a retrospective view of art but also exposes the vision and intuition of the contemporary artist. This city, which tends to be deadened by bureaucracy, deserves an input of the new and experimental.

### MEMBERSHIP

Nationwide geographic distribution should be achieved with the core from Washington itself. Persons invited to membership will consist primarily of those supporting the interests of the Corcoran who do not have time to be involved on a day-to-day basis. Minimum membership contribution for an individual or couple is \$1,000.00 per annum and National Committee members are entitled to all benefits of highest category Corcoran membership.

4/15/71



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Gallery of Art Development and Membership records.

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QUARTERLY REPORTS

1st Quarter



April 13, 1971

Mr. Walter Hopps  
Director  
The Corcoran Gallery of Art  
Washington, D. C.

Dear Mr. Hopps:

Following is a report on Sales Desk income, and attendance, covering the period from January 1 through March 31, 1971.

1. SALES DESK

	<u>1970</u>	<u>1971</u>
January	\$4,848.98	\$4,869.97
February	4,917.18	4,368.74
March	<u>11,276.31</u>	<u>6,584.48</u>
	\$21,042.47	\$15,823.19
Decrease:	<u>\$5,219.28</u>	

2. ATTENDANCE

	<u>1970</u>	<u>1971</u>
January	11,621	8,855
February	16,320	10,733
March	<u>34,181</u>	<u>15,834</u>
	62,122	35,422
Decrease:	<u>23,646</u>	

While attendance and sales desk income for this quarter show a sharp decrease over last year's figures the well-publicized Paolo Soleri exhibition (February 20 - April 5, 1970) brought record-breaking numbers of visitors to the Gallery, and sales of Soleri catalogs and bells alone account for more than \$12,500.00 in '70 sales. Moreover, per capita sales for this period in 1971 are 125% of their 1970 level.

Respectfully submitted,

*Anne Reville*

Anne Reville  
Publications and Sales

cc: Aldus Chapin  
Harold Glicksman  
Russell Leone



April 8, 1971

To the Director  
The Corcoran Gallery of Art  
Washington, D.C.

Dear Mr. Hopps:

On behalf of the Art Rental and Sales Gallery, I submit  
the following report for the period January 1, 1971  
through March 31, 1971.

I. The total income received for this period is as follows:

<u>1971</u>		<u>1970</u>	
January	\$ 695.00	January	\$1332.50
February	\$ 523.50	February	\$2978.00
March	<u>\$1832.50</u>	March	<u>\$ 912.96</u>
	\$3051.00		\$5223.60

II. Percentage of sales to rentals based on income received:

<u>1971</u>	Rented	Sold	%	<u>1970</u>	Rented	Sold	%
Jan	38	0	0.0	Jan	73	13	17.8
Feb	21	2	14.2	Feb	105	7	6.7
Mar	56	13	23.2	Mar	56	14	25.0

III. Total number of rentals:

<u>1971</u>	<u>1970</u>
First Quarter: 115	First Quarter: 234



page two  
(First Quarter 1971)

IV. Number of new renters:

<u>1971</u>		<u>1970</u>	
Jan	8	Jan	6
Feb	5	Feb	5
Mar	<u>8</u>	Mar	<u>6</u>
	21		17

V. Current Inventory:

Works of Art <u>IN</u> the Art Rental and Sales Gallery:	323
Works of Art <u>OUT</u> on rent from the Rental and Sales Gallery:	<u>119</u>
Total Inventory	442

VI. Accounts Receivable

Commissions from Purchases Pending:	\$98.60
Rental Fees Pending (GEICO- \$4290.00):	<u>\$4316.59</u>
Total	\$4415.19

Respectfully submitted,

Cecelia Kramer,  
Art Rental



# CORCORAN

GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

April 13, 1971

Mr. Aldus Chapin  
Executive Vice President  
The Corcoran Gallery of Art  
Washington, D. C. 20006

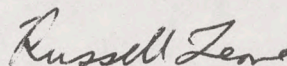
Dear Mr. Chapin,

The quarterly report for Corcoran financial activities is attached. It covers the period of January 1, 1971 through March 31, 1971.

There are three important changes in the presentation. The first two are that income and expenses are shown in gross amounts and it is income from all sources without reduction for any costs or expenses. This is done because it then reflects the true business activity of the Corcoran and it is also in compliance with the current directives of the Internal Revenue Service.

The third major change is that the balance sheet for the Art School is now shown. Forthcoming reports will also include the balance sheet for the Gallery.

Respectfully,



Russell Leone  
Comptroller

RL/bw



GALLERY INCOME  
January 1, 1971 thru March 31, 1971

	<u>Act Jan</u>	<u>Act Feb</u>	<u>Act Mar</u>	<u>Act YTD Mar</u>	<u>Bud YTD Mar</u>	<u>Ratio</u>	<u>%</u>
Investments	-	-	30.0	30.0	35.0	$\frac{30.0}{150.0}$	20.0
Donations	18.5	6.8	37.3	62.6	30.0	$\frac{62.6}{142.0}$	44.1
Membership	12.5	8.2	5.9	26.6	30.0	$\frac{26.6}{115.0}$	23.1
Admissions	3.1	1.4	3.0	7.5	13.8	$\frac{7.5}{42.0}$	17.9
Exhibitions	-	-	8.7	8.7	9.0	$\frac{8.7}{35.0}$	24.9
Sales	3.9	4.4	6.3	14.6	13.5	$\frac{14.6}{54.0}$	27.0
Art Rental	.7	.5	1.8	3.0	7.5	$\frac{3.0}{30.0}$	10.0
Curatorial	-	.4	.3	.7	-	-	-
Events	-	-	.5	.5	-	-	-
DuPont Center	.2	.2	.2	.6	-	-	-
Sale of Works of Art	-	.8	-	.8	-	-	-
Misc	.3	(.3)	.6	.6	-	-	-
Art School Transfer	29.9	.8	8.3	39.0	24.9	$\frac{39.0}{100.0}$	39.0
Endowment Transfer	<u>-</u>	<u>-</u>	<u>18.0</u>	<u>18.0</u>	<u>41.8</u>	$\frac{18.0}{166.6}$	<u>10.8</u>
Total	69.1	23.2	120.9	213.2	205.5	$\frac{213.2}{814.6}$	26.2

Figures in thousands of dollars



GALLERY EXPENSES  
January 1, 1971 thru March 31, 1971

	<u>Act Jan</u>	<u>Act Feb</u>	<u>Act Mar</u>	<u>Act YTD Mar</u>	<u>Bud YTD Mar</u>	<u>Ratio</u>	<u>%</u>
Salaries	59.1	24.8	70.4	154.3	121.7	$\frac{154.3}{486.7}$	31.7
Benefits	5.3	2.0	2.0	9.3	12.9	$\frac{9.3}{51.5}$	18.1
Department Expenses	17.5	6.2	18.1	41.8	25.0	$\frac{41.8}{100.0}$	41.8
Maintenance Operations	2.1	11.9	2.2	16.2	9.6	$\frac{16.2}{39.0}$	41.5
DuPont Center	.9	1.3	1.6	3.8	2.1	$\frac{3.8}{8.6}$	44.2
Insurance	-	2.5	-	2.5	5.0	$\frac{2.5}{20.2}$	12.4
Exhibitions	7.5	8.7	7.4	23.6	17.5	$\frac{23.6}{14.9}$ $\frac{23.6}{70.0}$	<del>21.3</del> 33.7
Events	.7	.9	5.7	7.3	3.2	$\frac{7.3}{13.0}$	56.2
Programs	-	-	-	-	.9	$\frac{-}{3.8}$	-
Special Projects	-	-	5.1	5.1	-	-	-
Purchases	5.2	7.2	3.9	16.3	5.7	$\frac{16.3}{22.8}$	71.5
Fund Transfer	<u>-</u>	<u>12.5</u>	<u>-</u>	<u>12.5</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	98.3	78.0	116.4	292.7	203.6	$\frac{292.7}{814.6}$	35.9

March Accounts Payable \$34,800

Figures in thousands of dollars



Date Developed: April 8, 1971  
Developed by: Mr. Leone

THE CORCORAN SCHOOL OF ART

INCOME STATEMENT

9/1/70 to 3/31/71

<u>SOURCE</u>	<u>PROJECTED INCOME</u>	<u>RECEIVED THRU 3/31/71</u>	<u>%</u>
Tuitions			
Day & Evening	416,000	339,657.90	79.8
Saturday	45,000	34,709.96	77.2
Summer	62,000	15,985.80	21.6
School Abroad		75.00	-
Donations	1,000	4,110.50	411.0
Locker Rentals	1,000	978.00	97.8
Vending Machines	500	290.99	58.2
Art Shop	6,500	4,518.77	69.5
Miscellaneous	-	699.52	-
Investments	<u>12,500</u>	<u>9,900.54</u>	<u>79.2</u>
TOTAL INCOME	544,500	411,076.98	75.5
TOTAL EXPENDITURE	<u>537,400</u>	<u>293,125.88</u>	<u>54.5</u>
EXCESS INCOME OVER EXPENDITURE	7,100	117,951.10	
EXCESS EXPENDITURE OVER INCOME	<u>-</u>	<u>-</u>	



## CORCORAN SCHOOL OF ART

<u>EXPENSES</u>	<u>71 BUDGET</u>	<u>DISBURSEMENTS 3/31/71</u>	<u>%</u>
Salaries:			
School Admin.	82,600	42,704.68	
Faculty: Regular	171,600	113,516.80	
Saturday	13,600	6,960.00	
Summer	21,100		
Office & Libr Assts	6,500	2,104.80	
Models	7,000	3,828.27	
School Mntce	<u>23,200</u>	<u>12,263.49</u>	
Net	325,600	181,378.04	55.7
Benefits:			
Social Security	13,700	6,848.28	
Pensions	6,100	3,570.02	
Life Insurance	3,000	932.96	
Health Plan	3,000	2,226.77	
DUCB	3,200	329.16	
Workmans' Comp	<u>1,300</u>	<u>1,064.00</u>	
Net	30,300	14,971.19	49.4
Operations:			
Office Supplies	2,500	1,751.99	
Office Eq & Repair	21,800	2,541.92	
Postage	3,200	1,316.57	
List Mailing	800	164.83	
Telephone	4,000	3,836.17	
Printing	10,500	5,714.61	
Travel & Ent.	2,500	1,901.92	
Insurance - Comprehensive	1,700	1,401.00	
Publicity	3,500	3,638.16	
Library	3,500	2,638.06	
Guest Lecturers	5,000	3,794.76	
Miscellaneous	<u>3,500</u>	<u>1,122.71</u>	
Net	62,500	29,822.70	47.7
Maintenance:			
Plant Operations	12,000	6,816.85	
Remodeling /Repairs	<u>7,000</u>	<u>1,637.10</u>	
Net	19,000	8,453.95	44.5
Transfer:			
Support & Services	<u>100,000</u>	<u>58,500.00</u>	
Net	<u>100,000</u>	<u>58,500.00</u>	58.5
TOTAL EXPENSES	<u>537,400</u>	<u>293,125.88</u>	54.5
Months Transpired	<u>7/12</u>		<u>58.3</u>



THE CORCORAN SCHOOL OF ART  
FUND BALANCE SHEET as of 3/31/71

	12/31/70 Balance	January	February	March	April	May
Art School						
Income	-	110,973.01	78,289.84	14,598.00		
Expenses	-	35,962.07	32,384.36	52,242.25		
Net	277,943.21	352,954.15	398,859.63	361,215.38		
Activity fee						
Income	-	620.00	40.00	55.00		
Expenses	-	-	-	-		
Net	395.00	1,015.00	1,055.00	1,110.00		
Lab Fee						
Income	-	7,635.00	4,465.08	410.00		
Expenses	-	1,099.93	5,153.13	4,072.26		
Net	2,377.53	8,912.60	8,224.55	4,562.29		
Student Relief						
Income	-	-	-	-		
Expenses	-	-	-	325.00		
NET	1,319.27	1,319.27	1,319.27	994.27		



April 1, 1971

Mr. Aldus Chapin  
Executive Vice President  
The Corcoran Gallery of Art

Dear Mr. Chapin:

The Dean of the Corcoran School of Art begs to submit the following report covering the period of January 1, 1971 through March 31, 1971.

Sincerely,

*Roy Slade*

ROY SLADE  
Dean

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During this semester the painting studios were moved into a new space, giving the painting students a better working facility. The move was part of a consolidation of use of space related to the Gallery. The final moves will entail the ceramics and sculpture rooms.

The Corcoran School of Art completed the National Association of Schools of Art questionnaire and submitted an application for membership of Division III. Such membership is for non-accredited art schools.

The Board of Trustees and Board of Governors had studied the Culler Report and were in agreement of the development of a professional program, subject to the review of financial implications of such development.

The Art School Committee met during February, amongst other matters discussed the School finances and budget, particularly the School payment of money to the Gallery. Meetings were held of the Executive Committee of Trustees and Governors in order to consider future development of the Corcoran Gallery and School.

Visiting lecture program continued and amongst the visitors was Mr. Willy Turr, Head of Fine Art at Leeds College of Art, England. The Tuesday noon film series proved to be a success with films on American artists.

Student Council held an election and elected student representatives and student officers. An exhibition of students' work was held during the Cherry Blossom Festival at L'Enfant Plaza.

Faculty were involved in various one-man and group shows. An exhibition of "Washington Art" selected by William Christenberry, was on show at the New York State University at Potsdam and Albany. An illustrated catalogue was published. The artists exhibiting are faculty of the Corcoran School of Art.

#### ENROLLMENT, 1971 SPRING SEMESTER

991 Corcoran registrations (518 students) and 335 George Washington University registrations (295 students), a total of 1326 registrations and 813 students in the day and evening school compared to 1282 registrations and 742 students spring semester 1970. Saturday School registered 144 adults, 178 young people, a total of 322, compared to a total of 437 in Spring 1970.



## FACULTY

### Day and Evening School Faculty 1971

New faculty: Geraldine Lucas and Mark Power

The following comprise the faculty of the Art School, Spring term 1971:

William Christenberry	Robert Newmann
Donald Corrigan	Ramon Osuna
William Dutterer	Jack Perlmutter
Robert Epstein	Mark Power
Robert Foster	Alexander Russo
Eugene Frederick	Paul Salmon
Samuel Holvey	Charles Scheer
Andrew Hudson	Berthold Schmutzhart
Jerry Lake	Robert Stackhouse
Blaine Larson	Rona Slade
William Lombardo	Brockie Stevenson
Geraldine Lucas	Joseph Taney
Krystyna Marek	Elliott Thompson
Ed McGowin	
Chris Muhlert	

### Saturday School

New faculty: Judy Bass, Gloria Freeman, Sharie May

The following comprise the faculty of the Saturday School, Spring 1971:

Judy Bass	Roberto Polo
Eleni Demetriou	Joseph Rogers
George Founds	Eric Rudd
Tom Green	Robert Stackhouse
Robert Horning	Sharie May
Percy Martin	Gloria Freeman

## ADMINISTRATIVE CHANGES

Miss Laurice Jones replaced by Miss Sally Booher as Receptionist on January 25, 1971.



### PUBLICATIONS

The 1971-72 Day and Evening catalogue, describing full-time and part-time programs, was updated. This year, a poster was also printed to provide a concise and visual reference for distribution to schools and libraries. Paul Salmon Associates designed the catalogue and poster. 15,000 copies of each were printed by Stephenson Lithograph.

### RECRUITING

During the months of February and March, the Assistant Registrar visited several high schools to talk to interested art students about a career in art and the Corcoran School of Art.

### LECTURES

- |             |   |
|-------------|---|
| February 3  | Joseph Shannon, "Recent Work", figurative painter discussed his recent work.  |
| Evening     | Kurt Kranz, "The Bauhaus", Mr. Kranz discussed the effects of the Bauhaus movement on modern art and contemporary society.  |
| February 6  | Roy Slade, "Corcoran School of Art 1970 Work".  |
| February 10 | Robert Epstein, "West Coast Ceramics", instructor at the Corcoran School of Art.  |
| February 11 | Wuhius Wong, "Basic Design", University of Hong Kong.   |
| February 17 | Gerald King, "Figurations, Images and Illusions", painter and teacher gave presentation of recent works illustrating the concept based on the enigma of reality and illusion. |
| February 24 | Tim Corkery, "Personal Statement", painter discussed his work from 1968 to present.   |
| March 3     | Walter Hopps, "Corcoran Biennial", Corcoran Gallery Director discussed the 32nd Biennial on view at the Corcoran Gallery of Art.  |



- March 10 Willy Tirr, "Thinking Around Corners", Head of Fine Art, Leeds Polytechnic, England, discussed the learning process in art and art education.
- Evening Willy Tirr, "Leeds Fine Art", Mr. Tirr showed slides and films of work by students and artists at Leeds, one of the most progressive centers of art education in Western Europe.
- March 17 Barbara Fendrick, "The Renaissance of American Printmaking", owner of the Fendrick Gallery talked about the acceptance of prints as a major contemporary art form.
- March 24 Paul Reed, "Painting", artist of the Washington Color School discussed his work.
- March 29 Barry Lord, "Contemporary Canadian Art", Coordinator of Registration at the National Gallery of Canada.
- March 31 Rockne Krebs, "Statement", talked about his work currently on exhibition at the Jefferson Place Gallery.

#### VISITORS

- January 18 Sandra Gair, lecturer, American University  
John Ingersoll, St. Mary's College
- January 28 Roy De Forest, painter, California
- March 16 Lowry Burgess, Head of Foundation Studies, Massachusetts College of Art, Boston.

#### USE OF SCHOOL GALLERY

- January 18 - 22 Tommy Mullane
- January 25 - 29 Patricia St. Clair
- February 1 - 5 "US"
- February 8 - 12 Consuelo Reed



February 15 - 19	Jeanne Sanders
February 22 - 26	Tony Cramer and Jonas Das Santos
March 1 - 5	Painting Department
March 8 - 26	Foundations
March 22 - 23	Student Government Auction
March 24 - 26	Livleen Singh
March 29 - April 2	James Kelley

USE OF CORRIDOR GALLERY

January 18 - 22	Foundations and
January 25 - 29	Mr. Russo's Painting Class
February 1 - March 30	"US"

INDIVIDUAL FACULTY EXHIBITS AND ACTIVITIES

William Christenberry - "Washington Art" - Madison Art Center,  
Madison, Wisconsin, February - March.

"Transparent & Translucent Art" -  
St. Petersburg Museum, St. Petersburg  
Florida, March

Donald Corrigan - "Rinehart 75 Years" Maryland Institute  
College of Art Gallery, March - April.

William Dutterer - One-man show, Pyramid Gallery, March -  
April.

Rockne Krebs - One-man show, Jefferson Place Gallery, March -  
April.

Ed McGowin - "Sculptor of the Seventies", Frostburg State  
College, February - March.



Alexander Russo - One-man show, Agra Gallery, February - March.

One-man show, Washington & Lee Bank,  
Alexandria, Va. March - April.

Lecture on Contemporary Art, Northern  
Virginia League, March 28.

Berthold Schmutzhart - Shared show with wife at Franz Bader  
Gallery. Article in Washington Post  
and Washington Journal on show.

Show at St. Joseph College, Emmitsburg  
Maryland, February - March.

Juror for sculpture of "Scholastic  
Art Awards".

GROUP SHOWS INVOLVING FACULTY MEMBERS

"Washington Room" Corcoran Gallery of Art, January

Donald Corrigan  
Sam Gilliam

Ed McGowin

"Eight Young Washington Artists", Virginia Commonwealth  
University, Richmond, Va. Selected by Donald Corrigan.

William Christenberry  
Donald Corrigan

William Dutterer  
Ed McGowin

"Washington Art" State University College of New York at Potsdam  
and Albany, New York, February - April. Selected by W. Christenberry.

William Christenberry  
Donald Corrigan  
Gene Davis  
William Dutterer  
Sam Gilliam  
Rockne Krebs

Blaine Larson  
Ed McGowin  
Roy Slade  
Robert Stackhouse  
A. Brockie Stevenson  
Elliott Thompson.



ACTIVITIES OF THE DEAN

January 11	Radio broadcast on the Corcoran School of Art WGMS/WAMU
January 18	Board of Governors meeting.
January 21	Special meeting of the Board of Trustees Art School Library.
January 25	Board of Trustees meeting
January 28	College Art Association, Chicago
February 4	Art School Committee meeting.
February 6	"Corcoran School 1970 work", lecture Saturday School.
February 10	"Painting", lecture, Goddard Space Center.
February 15	"British Art Today", lecture, Auburn University Alabama
February 17	"Art Education Today", lecture, University of Alabama.
February 18	"Corcoran School of Art", lecture, Louisiana State University at New Orleans.
February 21	"British Art Today", lecture, Montgomery Art Gallery, Alabama.
March 14	One-man show of paintings. St. Mary's, Maryland
March 18	"Drawing Today", lecture, Guelph University, Ontario, Canada
March 25	Judge, Kreeger Award, George Washington University
March 28	"Painting", lecture, St. Mary's Maryland.



#### SCHOOL EVENTS AND STUDENT ACTIVITIES

The students held an election and elected student representatives and student officers.

The students held an auction in the student gallery auctioning off discarded stretchers and canvases to raise scholarship money.

An exhibition of student work was held at L'Enfant Plaza for the Cherry Blossom Festival. The winners, Gabriell Frucht, Paul Arlt, Miki Weise and Ritsuko Kobayashi won gift certificates awarded by the different shops at L'Enfant Plaza.

#### ART SCHOOL COMMITTEE

The Art School Committee of the Board of Trustees and Governors held its ninth meeting on January 14, 1971 and its tenth meeting on February 4, 1971 in the School library.

#### ART SCHOOL COUNCIL

The Art School Council met on February 9, 1971.



DEVELOPMENT OFFICE Quarterly Report, January, February and March, 1971.

The Development Office during the first quarter of 1971 has been engaged in the following major activities:

Corporate, Foundation and Government Agency Requests

Application was filed with the National Endowment for the Arts for exhibition support and the Endowment has indicated that the Corcoran will receive a \$35,000 grant which must be matched. In addition to certain individuals, the following corporations and foundations have to date been asked to assist in matching: General Electric Company; Merrill, Lynch, Pierce, Fenner & Smith; The Robert and Eleanor Millonzi Foundation; and Johnston, Lemon & Company.

Exhibition support -- 10 national corporations were approached with formal proposals to support the Thomas Wilfred Retrospective. To date, General Electric has given \$3,000.

Support for Special Educational Projects has been sought from several sources. A major application is currently pending with the National Humanities Endowment. The C & P Telephone Company, although interested, turned down our request.

Major applications were submitted to the Kresge Foundation and the Richard King Mellon Foundation.

An application for assistance to the Conservator is pending with the Wyeth Foundation and others are in preparation.

A request is currently pending with the Noble Foundation for the CGA/Dupont Center Workshop.

The Meyer Foundation again reviewed the Corcoran's application and favorable action is indicated pending certain conditions to be fulfilled.

Capital Campaign Planning

Material was organized and the appointments made for the survey conducted by Smith, Legge & Darcy, Inc.

Foundation prospect research is continuing and the number of prospects is now over 200. Further research is needed.

The Case Statement was completed and reproduced.

Membership

Preliminary plans for 1971 membership campaign have been developed taking advantage of our own experience and the experience of other museums including the Metropolitan Museum of Art with whom we have developed a close liaison.

April, 1971



QUARTERLY REPORT OF THE MEMBERSHIP OFFICE  
January 1, through March 31, 1971

I. Current Statistics

During the first quarter of 1971, the Membership Office processed 654 renewal, and 281 new memberships. These represent a total of \$26,350.14 in membership income, or an average contribution of \$28.18 per membership unit. In addition, 565 memberships expired and were deleted from the mailing print-out. The active membership of the Corcoran currently totals 3,529 units, broken down as follows:

Student (\$7.50)	- 177	Sustaining (\$100)	- 126
Participating (\$15)	- 1,735	Sponsoring (@50+)	- 42
Family (\$25)	- 1,241	Corp. Sust. (\$100)	- 4
Associate (\$50)	- 197	Corp. Spon. (\$250+)	- 7

II. Membership Renewal Billing

On November 9, 1970, first billing notice was sent to 3,125 members. Second notice was sent to 2,652 persons on December 16. Third and final reminder was sent to 1,072 December 31st expirees on January 20, 1971, and to 377 Jan-Feb expirees on February 17. (March, April, May, and June expirees receive their final 'pro-rated' notice in the month of expiration.)

Of the 3,125 members billed originally, 2,022 have renewed to date. (64.7%) (Last year, 3,411 members were billed for renewal, and, during a comparable period, 1,868 renewed -- 54.8% response.)

III. Comparative Statistics

The following statistics may be of interest:

<u>Dates examined</u>	<u>Total units processed</u>	<u>Total income represented</u>	<u>Average per-unit contribution</u>
Sept. 1, '69 - Mar. 31, '70 :	3,077	\$71,815.25	\$23.33
Sept. 1, '70 - Mar. 31, '71 :	3,097	\$87,133.14	<u>\$28.13</u>

IV. Upper-level Survey

At the beginning of March, a random survey was made of 326 upper-level (\$50+) memberships processed since September, 1970. The results follow:

- 128 (39.2%) - Renewed at the same level as 1969-70
- 40 (12.8%) - Were new to the Corcoran in 1970-71
- 99 (30.4%) - Up-graded from a lower 1969-70 level.
- 43 (13.2%) - Renewed full at a previously pro-rated level.
- 12 ( 3.0%) - Family (\$25) renewed as pro-rated Associate (\$25)
- 4 ( 1.2%) - Down-graded from a higher 1969-70 level.

V. Events

A listing of membership events taking place during the first quarter of 1971 is appended.

Richard S. Dirksen	Mary Jean Angell
Membership Secretary	List Systems Supervisor



APPENDIX - Membership Events January - March, 1971.

January 9 - Concert and Exhibition : Gaston Neal	attendance: 24
10 presents PRIDE, INC.	income: 72.00
January 12 - Lecture: Lance Wyman on Graphics	attendance: 75
	income: 22.50
January 15 - Members Preview: Donald Karshan, Language of the Print	attendance: 672
	income: 187.84
January 19 - Concert: Iowa String Quartet	attendance: 75
	income: 27.00
January 26 - Poetry Reading: Senator Eugene McCarthy	attendance: 220
February 10 - Reading: Erich Segal	attendance: 225
February 14 - Concert: Gallery Chamber Artists	attendance: 150
	income: 75.00
February 23 - Concert: Claudette Sorel	attendance: 18
	income: 21.00
February 27 - Members Preview: 32nd Biennial Exhibition	attendance: 2,300
	income: 398.86
February 28 - Recital: William K. Parker, Baritone	attendance: 165
	income: 83.00
March 4 - Poetry Reading: Allen & Louis Ginsberg	attendance: 250
March 7 - Concert: African Heritage Dancers	attendance: 169
	income: 113.00
March 14 - Concert: Joe Hickerson & Hazel Dickens	attendance: 118
	income: 90.50
March 16 - Lecture: John Coplans	attendance: 56
	income: 7.00
March 17 - Dialogue: Walter Hopps & John Coplans	attendance: 73
	income: 15.00
March 21 - Bach-Haydn-Telemann Birthday Bash	attendance: Atrium
	income: no charge
March 23 - Concert: Iowa String Quartet	attendance: 165
	income: 142.50
March 26 - Members Preview: John Dowell	attendance: 584
	income: 180.57
March 28 - Concert: Music by Gene Rush	attendance: 220
	income: 182.70



During the period of January 1, 1971 to March 31, 1971, 8,745 people have visited the Corcoran Gallery through the auspices of the Education Department. Of these, 8086 took guided tours of the Gallery. 659 visited the Gallery in groups without guides.

Docent Training. Docent Training was held on January 4 on the Vincent Melzac Collection. The training session was led by Jim Pilgrim. Another training session on the Melzac Collection was held on January 18. Demonstration tours were given of the Melzac Collection by the Assistant Curator for Education. Mr. Jacob Kainen was invited to speak to the docents on the Donald Karshan Collection on January 18. The Artists Film series was re-run for the docents and members of the Women's Committee as a supplement to the training sessions. The following films were shown: Jasper Johns, Barnett Newman, The New American Abstraction: Morris Louis and Kenneth Noland, Frank Stella and Larry Poons: the New Abstraction, Robert Rauschenberg. On February 22 Director Walter Hopps gave the first of two training sessions in preparation for the 32nd Biennial Exhibition. The second training session was given March 1 by Renato Danese, Nina Osnos, and the Assistant Curator for Education. Demonstration tours of the Biennial were given on March 2 and 3 by the Assistant Curator for Education. Projections were developed by the Assistant Curator for Education for an expanded fall, 1971 training program for the docents.

Weekend Docentry. The Assistant Curator for Education interviewed a number of applicants for the Weekend Docent Corps. Nine docents were given two training sessions on the 32nd Biennial Exhibition in preparation for providing a tour service on the weekends during the peak visitor traffic. Training was provided by Director Walter Hopps on the evenings of February 25 and March 3. Tours were offered to the public at 2 pm Saturdays and 3 pm Sundays March 13 through April 4.

Art and Youth Exhibition. On January 28, Marie Williams, Assistant Director of Art for District of Columbia schools and the Assistant Curator for Education met to discuss tentative plans for the 2nd annual ART AND YOUTH Exhibition of the high school art work of students in the District of Columbia. On March 29, Marie Williams, Alice Eichelburger, Educational Specialist, David Stephens, Walter Hopps, and the Assistant Curator for Education met to establish dates for the exhibit.



A member of the Corcoran staff will select work on May 6. A number of students will participate in the preparation for the exhibition and will be present during the selection process. The exhibition will open on Sunday, June 6 in galleries 58 and 62. The D. C. Commission on the Arts voted unanimously to co-sponsor with the Corcoran Gallery the 2nd annual exhibition outlined in a proposal by Mrs. Norris Dodson, Jr. \$405 will be provided by the Commission. Additional funds must be raised to prepare a catalogue.

Tours. In order to encourage high school and college tours of the spring exhibitions and to comply with new security regulations, a new procedure for tours has been instituted. A letter describing the 32nd Biennial Exhibition, the Thomas Wilfred exhibition and the potential tours of the permanent collection was sent to all area high schools and colleges. New regulations for group tours were arranged with the Associate Director's office and a printed sheet was sent to all area high schools and colleges. In addition, junior high through college groups are now encouraged to fill out a questionnaire which encourages teachers to relate their Gallery tour with their classroom studies. The information on the form has proved helpful to the docents in their preparation for specific groups with varying art backgrounds.

The Docent Chairman and the Assistant Curator for Education conducted tours of the Kreeger Collection on March 5.

The Assistant Curator for Education conducted two demonstration tours of the Biennial Exhibition for the National Gallery Docents on March 10 and 16.

Interns. Pam Lipscomb for the Workshop for Careers in the Arts continued to work in the Education Department through this quarter. Barbara Eckert from Georgetown Visitation Preparatory School worked in the Education Department from March 15 to March 31 as part of a Senior Work-Study Project at Georgetown Visitation. The Assistant Curator for Education will be cooperating with the University Without Walls in placing students as interns with the Curatorial Department, Registrar, Education Department and Sales.

Respectfully submitted,

Sue Ann Hoth  
Assistant Curator for Education



April 12, 1971

THE CURATOR'S QUARTERLY REPORT

The Curator of Contemporary Art submits the following report covering the period January 1 - March 31, 1971:

For reports on photography, dispersal of surplus works of art and the current status of collection storage which usually appear in the Curator's Quarterly Report, c.f. Registrar's Report for this quarter.

PUBLICATIONS

Thirty-second Biennial Exhibition of Contemporary American Painting

Catalogue of 80 pages with an introduction by Walter Hopps. Forty-nine black and white illustrations, separate cover. Printed in an edition of 2000 by Garamond/Pridemark Press of Baltimore, Md. for a total cost of \$3700.00. Selling price, \$2.50.

John E. Dowell, Jr: Prints and Drawings

Catalogue of 32 pages with an introduction by Jacob Kainen. Twenty-one black and white illustrations, separate cover. Printed in an edition of 1500 by Colortone Press, Washington, D. C. for an approximate cost of \$1800.00. Selling price, \$1.50.

LIBRARY

Extensive work on the Curatorial Library was done this quarter resulting in the addition of a large number of new books and catalogues as well as a great deal of material added to the artist's files. The files of Russell Quandt, Conservator to the Gallery until his death last year, have begun to be consolidated into the Curator's Archival folders. Approximately 50 new books and catalogues were ordered for the Library in addition to a great many received as complimentary copies.

Eleven periodicals and one book were bound by the Heckman Bindery, North Manchester, Indiana in this quarter.



MISCELLANEOUS

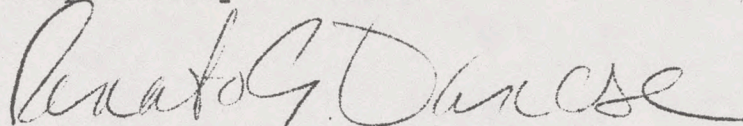
Negotiations are under way with the Archives of American Art located at the National Collection of Fine Arts, Washington, D. C. to undertake a project to microfilm some of the valuable contents of our vault so as to make them available to scholars of American art.

The initial proposal includes the copying of:

1. Correspondence received 1860-1908, plus index.
2. Letterpress books with correspondence sent 1880-1908
3. Curator's journal 1876-1886
4. Board minutes 1890-1945
5. Journal of official proceedings 1869-1926
6. Henry Watrous correspondence 1898-1910

This project was approved by the Committee on Works of Art and will shortly go before the Board of Trustees.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Renato G. Danese". The signature is fluid and cursive, with the first name "Renato" being more prominent and the last name "Danese" written in a more compact, flowing style.

Renato G. Danese  
Curator of Contemporary Art



April 12, 1971

QUARTERLY REPORT ON THE DUPONT CENTER

The Curator of Contemporary Art submits the following report covering the period January 1 - March 31, 1971:

EXHIBITIONS:

April 1 - May 1      Second Photography Invitational

ATTENDANCE:      Open to the public Tues-Sun, 11:00-  
5:00. Weekly attendance averages  
250.

PRODUCTION AND ACTIVITIES AT WORKSHOP

POSTERS

Al Rosenbaum      Earth Action Group, edition of 145  
10,000 offset

Hospital poster for Dr. Allan Hunter, edition of 50

Stovall      32nd Biennial of Contemporary American  
Painting, edition of 104

Rosenbaum      Muskie poster, edition of 150+

PRINTS

L. Stovall      A Single Moment for Everyone, edition of 12

Stovall-Jester      The Woodwind Poster

Stovall      Strawberry, Orange & Plum, edition of 62

Di Stovall      Like Magic Wands

Di Stovall      Light, edition of 15

Newlon      Lost Art, edition of 85

Newlon      Little John, edition of 18

Rosenbaum      Circus, edition of 95

Jester      Understand Love



QUARTERLY REPORT ON THE DUPONT CENTER, page 2

Jester-Meader	<u>Comet</u>
Ascian	<u>Sun</u> , edition of 114
Ascian	<u>Red Lightning</u> , edition of 54
Ascian	<u>Rhinoceros</u> , offset
Ascian	<u>Exploding Light Bulb</u>
Ascian	<u>Winged Man</u> , offset
Ascian	<u>Door</u> , edition of 52
Ascian	<u>Chair</u> , edition of 45
Ascian	<u>Road</u> , edition of 52
Hay-Meader	<u>Arrow</u> , edition of 47
Amussen	<u>Conclusions</u> , edition of 23
Amussen	<u>Water</u>
Fauntleroy	<u>Untitled</u> , edition of 20
Fauntleroy	<u>Untitled</u>

MISCELLANEOUS

Birth announcements for Ed Schiff, 150

Invitation for National Welfare Rights, 3,000

Brandeis National Women's Committee, invitations for open house, 1500

Brochure for Associated Council of Arts, 3000

Designed and produced invitations for Washington Pre-school, 2500

Designed and produced brochure for Creative Systems

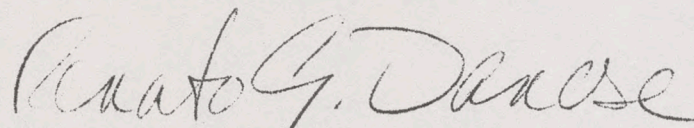
PROJECTS

Installed poster exhibition in Biograph Theater

Installed poster exhibition in the Jewish Community Center.



Respectfully submitted,

A handwritten signature in dark ink, reading "Renato G. Danese". The signature is written in a cursive, flowing style with a large, prominent "R" and "D".

Renato G. Danese  
Curator of Contemporary Art



QUARTERLY REPORT / BUILDING & GROUNDS

April 1, 1971

The first quarter of 1971 the Maintenance department worked on the installation of LANGUAGE OF THE PRINT, the Corcoran 32nd BIENNIAL and the JOHN E. DOWELL, JR. exhibitions. In addition to these installations, a great deal of work was done on security and fire safety. Several weeks were spent cleaning up the debris from the clay mixing operation in the sub-basement and removing many years accumulation of flammable materials from this area.

For security, possible means of entering the building or removing works of art from the building that have existed for many years, have been eliminated. Specifically, screens have been placed over the windows facing north and locks placed on the remaining windows. There were four separate trap doors used previously for coal, cinders, sacks of clay, etc. where persons could have entered the sub-basement completely unobserved. These entrances have been closed with brick as well as seven other sub-basement windows where artworks or materials could be passed out between the bars. The lowest level of the School fire tower was closed in with brick and a solid fire door installed that can now be locked from inside. The previous door could not be adequately locked. There are several fire doors in the School that still need repair or replacement.

Storage rooms for the artworks have been prepared in a temporary fashion. These rooms should be fitted out with racks, air-conditioning and humidity control. The conservator has pointed out that several of Quandt's (previous conservator) finest restoration efforts have been undone by the



## Building & Grounds

### Second Quarter

extreme summer temperatures in the upstairs galleries and recommends these galleries be closed in the summer and the works stored in air-conditioned storerooms.

These should be approved and implemented as soon as possible because the stored collection suffers irreparable damage stored in unventilated second floor galleries.

The plumber has installed a new circulating hot water system to serve the north end of the building occupied by the Art School and has done some heating repair. He is presently assigned to exploring and labelling components of the heating system in order to plan ways to keep it functioning. There have been numerous leaks this year and the plumber says the heating system will suffer massive failures when started up next year. A former Smithsonian designer, Joseph Shannon, has prepared plans for a central security desk and is working on plans for storerooms. These will be coordinated with Wynant Vanderpool and will be available May 1, 1971.



The Registrar submits the following report on routine business for the period January 1 - March 31, 1971:

ACCESSIONS

Paintings:

William Dutterer

Untitled, 1968, acrylic  
(1971.2)

Gift: Robert Elliott  
Washington, D.C.

Value: \$1,800.00

Leon Kroll

Untitled, oil (1971.3.2)

Gift: Estate of Mary S. Higgins  
Worcester, Mass.

Value: \$1,200.00

David Park

Portrait of Elmer Bischoff, oil  
(1971.4.1)

Gift: Lydia Park Moore  
Santa Barbara, California

Value: \$5,500.00

David Park

Portrait of Richard Diebenkorn, oil  
(1971.4.2)

Gift: Lydia Park Moore  
Santa Barbara, California

Value: \$5,500.00

David Park

Sophomore Society, 1953, oil  
(1971.4.3)

Gift: Lydia Park Moore  
Santa Barbara, California

Value \$6,500.00

David Park

Standing Nudes, gouache  
(1971.4.4)

Gift: Lydia Park Moore  
Santa Barbara, California

Value: \$2,500.00

David Park

Sun Bather, 1950-53, oil  
(1971.4.5)

Gift: Lydia Park Moore  
Santa Barbara, California

Value: \$6,500.00

Elliott Thompson

Eight Thirteen, acrylic  
(1971.5)

Gift of the artist

Value: \$1,800.00



ACCESSIONS, CONTINUED

Drawings and Prints:

Lee Adler

Atami, silkscreen (1971.1)  
Gift of the artist  
Value: \$45.00

Leon Kroll

Untitled, charcoal (1971.3.1)  
Gift: Estate of Mary S. Higgins  
Worcester, Massachusetts  
Value: \$200.00

Sculpture:

Thomas Wilfred

Orientele, op. 155, light machine  
(1971.6)  
Gift: Toledo Zoological Society through  
the Friends of the Corcoran  
Value: \$15,000.00

LOANS IN

Special Exhibitions:

Gene Davis, Early Paintings

34 paintings (see Registrar's files for exact listing)  
November 13, 1970 - January 3, 1971

Workshop: Prints, Posters, Photography

A selection from the Corcoran Workshop including 29 prints, 10 posters  
and 20 photographs (see Curator's files for complete listing)  
November 21, 1970 - January 10, 1971

The Vincent Melzac Collection

85 paintings by 13 contemporary artists (see Registrar's files for exact  
listing)  
December 18, 1970 - February 7, 1971

The Washington Room

Ed McGowin, Sam Gilliam and Donald Corrigan  
January 2 - February 15, 1971

Language of the Print

206 prints from the collection of Donald H. Karshan (see Registrar's files  
for complete listing)  
January 15 - February 19, 1971

The 32nd Biennial Exhibition of Contemporary American Painting

63 paintings by 22 artists (see catalogue for exact listing)  
February 26 - April 4, 1971



LOANS IN, continuedSpecial Exhibitions:John Dowell Prints and Drawings

27 lithographs, 12 etchings and 22 drawings (see catalogue for exact listing)

March 26 - May 2, 1971

LOANS OUT

National Collection of Fine Arts, Smithsonian Institution, Washington, D.C..

Jasper Cropsey

Jasper Cropsey: Jarvis McCulloch's Leadmill

\$750.

November 20 - January 3, 1971

Sanford Robinson Gifford

Albany Institute of History and Art

December 28, 1970- January 31, 1971

Hirschl and Adler Gallery, New York

February 8 - 27, 1971

Sanford R. Gifford: Ruins of the Parthenon

\$50,000.

Sanford R. Gifford: Sketch Near Ariccia

\$5,000.

National Portrait Gallery, Smithsonian Institution, Washington, D.C.

Life Portraits of John Quincy Adams

Samuel F.B. Morse: Old House of Representatives

\$750,000.

November 1, 1970 - January 31, 1971

(loan extended through the summer of 1971)

Lowe Art Museum, University of Miami, Coral Gables, Florida

French Impressionists Influence American Artists

Robert Henri: Indian Girl in Ceremonial Blanket

\$50,000.

Dwight W. Tryon: Marine: Moonlight

\$3,500.

March 18 - April 25, 1971

Meredith J. Long, Co., Houston, Texas

Americans at Home and Abroad

Theodore Robinson: Valley of the Seine

\$15,000.

Arthur B. Davies: The Umbrian Mountains

\$35,000.

March 26 - April 29, 1971

Indefinite Period Loans

Government Employees Insurance Company, Washington, D.C.

(March 15, 1971)

Ivan C. Aivazovsky, The Relief Ship

\$1,000.

A.J. van Driesten, Landscape with Willows

750.

Carl Friesseke, Peace

10,000.

William S. Haseltine, Castle Rock, Nahant

25,000.

Gustave Loiseau, Flood, Nantes

2,500.

Alfred Parsons, Bredon-on-Avon

3,500.

Henry Pearson, Number Twenty-Seven

1,500.

George Smillie, Autumn on the Massachusetts Coast

20,000.



LOANS OUT, continued

Traveling Exhibitions:

American Prints

Central Intelligence Agency, Washington, D.C.  
November 23, 1970 - January 4, 1971

American Figure Drawings

Polk Junior College, Winter Haven, Florida  
February 1 - 26, 1971

Etchings by James A.M. Whistler

Oregon State University, Corvallis, Oregon  
March 23 - April 7, 1971

The Architectural Vision of Paolo Soleri

Models, slides, drawings, graphics  
Museum of Contemporary Art, Chicago, Illinois  
December 9, 1970 - February 6, 1971

University Art Museum, University of California, Berkeley  
March 9 - May 9, 1971

Paolo Soleri: Concepts Toward a New Urbanism

Two photographic exhibitions consisting of 29 free-standing panels.

Graduate School of Design, Harvard University, Cambridge, Mass.  
January 11 - February 1, 1971

Department of Art, University of Wisconsin, Milwaukee  
February 8 - March 1, 1971

University of Houston, Texas  
February 13 - 25, 1971

Arts and Crafts Center, Pittsburgh, Pennsylvania  
March 6 - 28, 1971

University of Colorado, Boulder  
March 26 - April 4, 1971

STOREROOM EVACUATION

In line with the need to evacuate the permanent collection storage area in the rear basement level the remaining 218 European paintings in storeroom 2 were removed to Gallery 79 on February 13, 15, 16, and 17, 1971. The wire screen racks were dismantled and rebuilt in Gallery 79 to accommodate these paintings. Permanent collection paintings stored in Gallery 76 were relocated in Gallery 74 and 75 to provide space for temporary storage of the Vincent Melzac Collection.



INSURANCE CLAIMS

Old Claims:

Robert Morris, Untitled, 1967-68

55 pieces of this felt sculpture were found to be missing upon return to the owner after the Gallery's Robert Morris Exhibition in January 1970. Aetna Casualty & Surety Co. paid \$759.27 in settlement on January 26, 1971.

New Claims:

There were no new claims during this period.

PHOTOGRAPHIC REPORT

Clyde R. Pulsifer made 100 negatives for the Gallery, 120 prints for sales and 82 prints for the Gallery. John Gossage made 24 negatives and 72 prints for the Gallery. IMAGE made 8 prints.

DISPOSALS OF SURPLUS WORKS OF ART

No sales have been reported during this quarter.

Emil Nolde, Dancer, lithograph (1969.37.1) was placed on consignment with R. M. Light & Co. of Boston, Massachusetts on January 22, 1971 to be sold for \$10,000 less 10% commission less \$1,650. payment for John Flanagan drawing.

CONSERVATION

The Jean Mari de Deban harpsichord (26.737) is still in the workshop of J. Scott Odell pending restoration of the case.

The Hans Hofmann Untitled drawing (66.23) is still being restored by Miss Christa M. Gaehde, Arlington, Massachusetts.

Mr. Robert Scott Wiles joined the Gallery staff as Restorer at the end of January. Attached is his report of conservation completed on Gallery paintings for this quarter.

Respectfully submitted,

Martha Morris, Registrar



CONSERVATION LABORATORY QUARTERLY REPORT

January 1 - March 31, 1971

	<u>Hours</u>	<u>Cost</u>
<u>Jacque Henri Bernardin de Saint-Pierre by Rembrandt</u> <u>Peale - 29 x 23 3/4 - oil on canvas - 73.14</u> Completed scraping residual glue started by Russell Quandt. Completed wax resin consolidation and lining. Filling of losses, restretched, cleaned, and resurfaced. Conservation is completed except retouching of fillings and cracks.	16.50	\$165.00
 <u>Portrait of a Lady by Ammi Phillips - 25 x 30</u> <u>oil on canvas - 1969.33.2</u> Wax resin consolidation and lining, cleaning, restretched, filling of extensive losses, resurfacing, and extensive retouching of fillings and losses. Work completed except final surface treatment.	49.75	497.50
 <u>Portrait of a Gentleman by Ammi Phillips 25 x 30</u> <u>oil on canvas - 1969.33.1</u> Wax resin consolidation and lining, cleaning, restretching, resurfacing, filling of myriad losses. Extensive retouching is just underway.	46.00	460.00
 <u>The Willows of Vetheuil by Claude Monet 26 x 32</u> <u>oil on canvas - 37.37</u> Removal of wax and glue lining, after vandalism. Scraping of residual glue. Wax lining and consolidation to linen support, cleaning and resurfacing. Additional support of fiber glass attached with wax resin to support cut strips at painting edges, (awaiting arrival of custom made stretcher).	41.00	410.00
 <u>Maryland Heights: Seige of Harper's Ferry 1863</u> <u>by William MacLeod - 30 x 40 - oil on canvas - 54.2</u> Restretching, protective backing, fitting in frame, for temporary loan.	3.50	35.00
 <u>Mount Monadnock by Abbott Handerson Thayer - 22 x 24</u> <u>oil on canvas - 34.6</u> Wax resin consolidation and lining, cleaning, initial resurfacing, filling of small losses. Awaiting arrival of stretcher.	10.75	107.50



CONSERVATION LABORATORY QUARTERLY REPORT, page 2

	<u>Hours</u>	<u>Cost</u>
<u>Elizabeth Stevens Carle</u> by Matthew Pratt		
38 x 31 1/2 - oil on canvas - 50.20		
Facing attached over all.	2.00	\$ 20.00
<u>Stars and Dews and Dream of Night</u> by Arthur B.		
Davies - 26 x 40 - oil on canvas - 28.7		
Vandalized - faced, glue lining removed,		
residual glue scraped. Infused with wax		
resin as preparation for lining.	21.00	210.00
<u>Great Falls</u> by Oscar Bessau - 16 x 24 1/4 -		
oil on canvas - X.182		
Wax lined and restretched by Russell Quandt.		
Varnish removal and resurfaced.	4.00	40.00
Miscellaneous:		
Organization and cleaning of laboratory	20.00	200.00
Photography	2.50	25.00
Facing for storage	2.00	20.00
Examination of gallery collection	13.50	135.00
Services to Biennial	2.00	20.00
Keyed out gallery paintings	3.00	30.00
Housework	1.00	10.00
Total Hours	238.50	
Total Cost	\$2,385.00	

Respectfully submitted,

Robert Scott Wiles  
Conservator



# CORCORAN

GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

April 13, 1971

To the Executive Vice President of the Trustees, Aldus Chapin  
The Corcoran Gallery of Art  
Washington, D.C.

Dear Mr. Chapin:

According to the records of the Corcoran Office of Public Information, the following report covers the publicity accorded to Corcoran exhibitions and activities during the first quarter of 1971, from January 1 through March 31. The Thirty-second Biennial of Contemporary American Painting dominated the media coverage for this period, and a listing of the main articles about Corcoran events is given below.

MAGAZINES: "The Corcoran Biennial: Hopps Skips and Jumps," by Joanna Eagle. the ART GALLERY, March, 1971.

"An attempt to enliven big, boring biennial surveys of American art," by Carol Cutler. SMITHSONIAN, March, 1971.

"Artists as Critics," by Douglas Davis (review of the Corcoran Biennial). NEWSWEEK, March 29, 1971.

NEWSPAPERS: "The Disputed Legacy of Morris Louis," by Sanford J. Ungar (mention of his paintings on view in the Melzac Collection in the Corcoran). THE WASHINGTON POST, January 4, 1971.

"The Shouting Is Replaced," by Gus Constantine (feature on Corcoran consultant Gaston Neal). THE EVENING STAR, January 12, 1971.

"Politician Lurks in the Wings," by Ruth Dean (review of poetry reading by former Senator Eugene J. McCarthy at the Corcoran). THE EVENING STAR, January 27, 1971.

"McCarthy: A Touch of the Poet," by Michael Kernan. THE WASHINGTON POST, January 27, 1971.

"Crisis at the Corcoran," by Paul Richard. THE WASHINGTON POST, January 27, 1971.

"The Crisis at the Corcoran," by Benjamin Forgey. THE EVENING STAR, January 27, 1971.

"Uninsured Corcoran Not Alone," by Paul Richard. THE WASHINGTON POST, January 28, 1971.



"The Corcoran's Plight," editorial, THE SUNDAY STAR, January 31, 1971.

"Chapin's Administration," by Paul Richard. THE WASHINGTON POST, January 30, 1971.

"The Corcoran's Condition," letter to the editor by Robert Hogue. THE WASHINGTON POST, February 2, 1971.

"Financial Trouble at the Corcoran," editorial, THE WASHINGTON POST, February 12, 1971.

"Artists Take a Hand in Exhibit," by Benjamin Forgey. THE EVENING STAR, February 4, 1971.

"Poor Little Kitsch Boy," by Phil Casey (review of Erich Segal lecture at the Corcoran). THE WASHINGTON POST, February 11, 1971.

"Segal's Message in a Foggy Voice," by Joy Billington. THE EVENING STAR, February 11, 1971.

"World of the Arts," by Louise Lague (review of Donald Karshan Language of the Print exhibition). WASHINGTON DAILY NEWS, February 13, 1971.

"Pianist Sorel Deserves Better Than She Got," by Robert Evett. THE EVENING STAR, February 24, 1971.

"Corcoran Concert," by Alan Kriegsman. THE WASHINGTON POST, February 24, 1971.

"Corcoran Honors Gwen Cafritz," by Mary Anne Dolan. THE EVENING STAR, February 27, 1971.

"A Medal for Gwen," by Meryle Secrest. THE WASHINGTON POST, February 27, 1971.

"Corcoran's Suggestive Thought-Fields," by Paul Richard. THE WASHINGTON POST, February 27, 1971.

"Biennial," THE WASHINGTON POST, March 1, 1971.

"The Corcoran's Biennial Is a Satisfying Exhibition," by Frank Getlein. THE SUNDAY STAR, February 28, 1971.

"Poets Ginsberg, Father and Son," by Phil Casey. THE WASHINGTON POST, March 5, 1971.

"Freedmen's Gala," by Angela Terrell. THE WASHINGTON POST, March 8, 1971. (Benefit for Freedmen's Hospital at the Corcoran)

"Peacocks in Jump Suits," by John Sherwood. THE EVENING STAR, March 8, 1971.



"Black and White Night. . .At the Corcoran Gallery," by Kandy Stroud. (Freedmen's Hospital benefit at the Corcoran). WOMEN'S WEAR DAILY, March 8, 1971.

"Quality Adorns Office Walls," by Eleni. THE EVENING STAR, March 24, 1971.

"Something of Everything," by Barbara Gold. THE BALTIMORE SUN, March 14, 1971.

"Paradox of New Painting," by Barbara Gold. THE BALTIMORE SUN, March 21, 1971.

"American Art Show Versatility at New Corcoran Gallery Exhibit," by Tony Gleeson. THE GEORGETOWN VOICE, March 16, 1971.

"Iowa Quartet: 'Splendid Evening!'" by Alan Kriegsman. THE WASHINGTON POST, March 24, 1971.

"Iowans Perform with Authority," by Larry Barrett. THE EVENING STAR, March 24, 1971.

"ART: Trio Boosts the Print Scene Even Higher," by Frank Getlein (review of John Dowell prints and drawings). THE SUNDAY STAR, March 28, 1971.

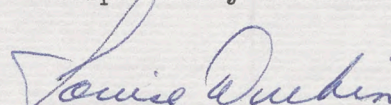
"His Pictures Are Written," by Paul Richard. THE WASHINGTON POST, March 30, 1971. (Review of Dowell prints and drawings).

"Hassle Becomes Art," by Yvonne Parker (feature article on John Dowell). THE WASHINGTON POST, March 30, 1971.

"The Mesmerizing Colors of 'Lumias!'" by Sarah Booth Conroy. THE WASHINGTON POST, March 28, 1971.

Walter Hopps was interviewed about the Corcoran Biennial on the Betty Greebli Show, NBC-WRC, on February 12. Mr. Hopps also made two tape recordings for the Voice of America, one for the Worldwide English section and the other for Special Events, which could be translated into more than thirty languages to be beamed around the world via VOA.

Respectfully submitted,

  
Louise Durbin



TO: TRUSTEES  
FROM: ART SCHOOL COMMITTEE  
VIA: GOVERNORS  
DATE: April 16, 1971

The School budget for 1971-72 has been carefully reviewed by the members of the School Committee. The Committee strongly recommends that the budget be accepted as prepared by the Dean.

The School payment to the Gallery has been brought to the attention of the School Committee with the Gallery proposal that the School pay an arbitrary sum of \$100,000 at an annual 5% increasing rate over the next 10 years.

The Art School Committee feels that in the proposed 1971-72 School budget the item of transfer payment to the Gallery of \$66,800 should not be increased. The payment as proposed by the School contains items of costs for services rendered. The proposed payment is a liberal assessment against the School. Any substantial increase will adversely affect future development and plans for accreditation.

The Committee further resolves that the amount of this year's transfer payment not be a precedent and have no bearing on the amount of future School payment to the Gallery.

The Art School Committee emphasizes that the proposed budget will allow the School to sustain only its present development and recommends acceptance by the Trustees.



TO: EXECUTIVE JOINT COMMITTEE OF GOVERNORS AND TRUSTEES  
FROM: CARLETON B. SWIFT, JR.  
DATE: April 21, 1971

The Art School Committee is adding the additional comments concerning the School budget as slight adjustments have been made as results of the meetings of the Art School Committee and the Board of Governors.

The Art School Committee of Governors and Trustees is submitting the final proposed budget for the School for 1971-72.

The first draft of this budget was prepared in February for the Executive Committee, particularly for discussion of the School payment to the Gallery. The Executive Committee of the Governors reviewed the budget and School affairs of February 16, 23 and March 4.

The Art School Committee met on Thursday, April 15. Several relatively minor adjustments have been made in the original to reach the final draft now being submitted to the Trustees.

The Art School Committee is submitting a specific listing of the increases in the School budget.

The Art School Committee believes that the several factors making up the transfer payment from the School to the Gallery deserves further analysis within the next year.

The Dean and the School administration regard this as the absolute minimum expenditure necessary to sustain the present activities of the School. Further reductions in the School expenditure will adversely affect the School and threaten the entire function and future of the School. Without the School expenditure proposed in this budget, the totality of the School operation can no longer continue and would jeopardize the entire income from student tuition, with serious consequences both to the School and Gallery.

The Art School Committee endorses this view and is fully convinced that the proposed School budget is essential to sustain the activities of the School.

The School budget must be accepted this month so that the Dean may offer faculty contracts, timetables and courses in the School.

The Art School Committee strongly recommends that this final budget proposal be accepted by the Trustees.



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- A. Memo April 16, 1971
- B. Memo April 21, 1971
- C. School Budget
- D. Increases in School Expenditure



FINAL DRAFT  
PROPOSED BUDGET  
(Adjusted 19 April 1971)

1970-71

ESTIMATED INCOME

549.5

1971-72

EXPENDITURE

SCHOOL PAYMENT  
TO CGA TOTAL

SCHOOL PAYMENT  
TO CGA TOTAL

ADMINISTRATION

A. Salaries

"Gallery Administration"	40.0			29.0	
School Administration (10 staff)	76.6			79.5	
Student Assistants	3.5			3.5	
Models	7.0			8.0	
Social Security, Pensions	9.0			18.0	
"Dept. Expenses"	7.8			2.5	
		143.9			130.5

B. Other Expenses

Postage and Telephone	8.0			8.5	
Printing	10.5			15.0	
Advertising	3.5			7.0	
Office Supplies	2.5			2.7	
"Benefits: Ins. & DUCB"	9.0			10.2	
Travel and Entertainment	2.5			4.0	
Miscellaneous Expenses	3.5			3.5	
		39.5			50.9

ACADEMIC PROGRAM

A. Salaries [75 staff]

Fall and Spring Faculty	171.5			188.7	
Summer School Faculty	21.1			23.2	
Saturday School Faculty	13.6			15.0	
Library salaries	9.0			9.5	
Social Security, Pensions	12.0			10.0	
		227.2			246.4

B. Other Expenses

Departmental Equipment	21.8			20.0	
Library (not incl. salaries)	3.5			4.0	
Events and Dean's Conting.	5.0			6.5	
School Scholarship Fund				6.0	
		30.3			36.5

PLANT OPERATION

A. Salaries

School Maintenance (5 staff)	23.2			36.0	
"Gallery Maintenance"	30.0			17.0	
Social Security, Pensions	2.0			1.8	
		55.2			54.8

B. Other Expenses

"Utilities"	12.0			13.9	
"Insurance Comprehensive"				2.8	
Remodeling and Repairs	7.0			7.0	
"Transfer Payment"	34.5				
		53.5			23.7
	133.3				

TOTAL

* Actual transfer payment	416.3	100.0*	549.6	467.4	75.4	542.8
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1970-71



INCREASES IN SCHOOL EXPENDITURE

<u>1970-1971</u>	<u>1971-1972</u>
416.3	467.4
 <u>Increases</u>	
Salaries	37.9
Printing and Advertising	8.0
Events and Lectures	3.0
Scholarships	6.0
Miscellaneous	<u>1.2</u>
	56.1
 <u>Savings</u>	 5.0
 <u>Budget increase</u>	 51.1 (12.3% increase in 1971-72 budget over 1970-71 budget)



EXPLANATION OF INCREASES IN THE SCHOOL  
EXPENDITURE PROPOSED BUDGET 1971-72

In the proposed 1971-72 budget the School expenditure has gone from 416.3 to 467.4. The Art School Committee discussed and justified each item below.

Salaries

Administrative	2.9
Models	1
Faculty	20.7
Maintenance	12.8
Library	.5
Total	<u>37.9</u>

The increase in salaries are the most essential part of the School budget. The largest single item is the increase in faculty salaries for the day and evening, Saturday School and summer school faculty. The increases will be related to an adjustment of faculty rank and the salary range in each rank, relative to service, experience, ability and achievement.

The faculty is sympathetic to the present financial crisis of the Corcoran but still needs a minimum living wage. Even the proposals for 1971-72 are well below National averages. The faculty seems willing to accept the proposed modest individual increases of between 6-12% in the 1971-72 budget.

"It seems clear that your highest priority is raising faculty salaries. Unlike other sectors in the economy you could grant up to 50% increases without contributing to inflation. The situation certainly justifies a crash program for salary improvement. I would judge that you have not much time to correct this situation; you have a faculty devoted to the college and its purposes; but faculty morale deteriorates rapidly once it seems that the institution is indifferent to its reasonable requirements for remuneration!" George Culler

As far as maintenance salaries are concerned, the budget figure for 1970-71 was below that which was required, as there were insufficient maintenance men within the School. So the actual increase over this years payment is small.

A slight increase in administrative salaries allows for necessary adjustment of salaries within the School administration.



### Printing and Advertising

Printing	4.5
Advertising	3.5

Already this year the School is over spending on its proposed figure, due to the increases in the costs of printing and advertising. The proposed 1971-72 figures are essential to maintain the School's printing and advertising. Without proper catalogues and adequate printing the School will not be able to attract students, in what is now a competitive field within the Washington area. Without student's tuition there would be no income to the School.

### Events and Lectures

Events and Dean's Conting.	1.5
Travel and Entertainment	1.5

The School has developed a very active lecture and event program which is absolutely essential not only to the educational process of the School but to the activities of the Corcoran Gallery of Art. The School contributes over 1/3 of the events within the Corcoran which benefits the members and the Gallery. The School pays a very low honorarium but compensates through modest hospitality to guest lecturers and artists. Moreover as the School develops there is need to visit other institutions and to entertain visitors at the Corcoran. The modest budgeting allows for a very active program vital to the Corcoran and of benefit to all.

### Scholarships

6.

The School offers no scholarships at this time and certainly must plan to do so in the future. Proposals are in to the D.C. Commission on the Arts for matching grants to the \$6,000 proposed in the School budget. Scholarships would be available for D.C. residents and high school graduates. In this way, the Corcoran School of Art would be returning in a small way to the concept of the founder W.W. Corcoran who wished to give "Free education" and "encourage the American genius". Moreover, scholarships are essential part of the progress of the School towards a professional program and National recognition.

### Miscellaneous

postage, telephone	.5
office supplies	.2
library	.5

The small increase will allow for an increase in the cost of materials and services.



CORCORAN GALLERY OF ART

CORCORAN SCHOOL OF ART

ADMINISTRATIVE DIRECTIVE NO. 4

S T A F F M A N U A L

February 1, 1971



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## SECTION I. EMPLOYMENT

### Employment

Appointments and terminations of personnel are authorized by the Executive Vice President by letter, after giving due consideration to the recommendations of the Director of the Gallery for Gallery positions, and the Dean of the Art School for positions in the Art School. Such recommendations will be coordinated with the Management Office, which office will develop the letter of appointment or notice of termination.

### Employment Classification

1 Regular A regular employee occupies a full time position of a continuing nature and one regarded as essential in the permanent organization of the Corcoran. An employee is considered regular upon the satisfactory completion of a trial period.

2 Temporary A temporary employee, as the term implies, is engaged for a short period of time and is not eligible for most employee benefits. However, if a temporary employee is employed to work on regular designated days during the week, then - subject to the rules governing regular employees - pay will be granted for any holiday that falls within the period he is assigned to work. If a temporary employee is placed on a regular basis, credit is given for all unbroken service.

3 Part-time A part-time employee may be hired on a continuing or temporary basis. A continuing part-time employee working 20 hours or less per week is not eligible for paid vacations or paid sick leave. Continuing part-time employees working more than 20 hours a week are entitled to these benefits on a pro-rated basis, as well as membership in Corcoran Life & Health Insurance Plans.

4 Instructors Faculty members are normally appointed for a period of time less than a calendar year as outlined in their contract. Leave is subject to the discretion of the Dean. They are eligible for Gallery sponsored Health & Life Insurance Plans.

### Categories of Employment

Professional Personnel Professional level staff members have been appointed on the basis of their specialized training and experience to perform and supervise the professional services of the Corcoran. They are therefore



expected to work whenever and wherever necessary to complete their tasks satisfactorily and to maintain their professional standing. Attendance at lectures, openings and other social and educational events, as well as work in libraries and other places away from the Corcoran may be normal requirements of the position. No overtime will be granted for these activities. Professional personnel will be expected to perform all the tasks for which they are responsible. At the same time, they can claim compensatory time for a task which has been specifically assigned them and is beyond their normal duties.

Secretarial and Clerical Personnel Secretarial and clerical personnel have been appointed to perform certain clerical and administrative functions. They are classified exempt from the overtime provisions of the Federal Wage-Hour Act, but will be granted compensatory time for extra work as defined in Administrative Directive #5, December 17, 1970. They are eligible for all benefits when they are given a regular appointment.

Maintenance/Guards Personnel Maintenance and guard personnel are classified non-exempt under the Federal Wage-Hour Act and will be paid for overtime as defined in Administrative Directive #5, December 17, 1970. They are eligible for all other benefits and subject to the same rules as the professional and secretarial personnel.

Term of  
Employment  
(Probationary)

Each new staff member will ordinarily be employed on a trial basis for the first three months of employment so that the employee's performance and adaptability to the needs of the position may be evaluated.

An employee may be terminated at any time within the trial period if the employee is considered unsuitable for the position in the judgement of the Corcoran. Said termination may be made with one week's notice or severance pay in lieu of notice.

Term of  
Employment  
(Non-Probationary)

All employees shall serve at the pleasure of the Corcoran.



## Termination

If an individual is terminated for reasons other than disciplinary, he will be given notice or severance pay according to his position and length of service according to the following schedule:

Secretarial/Clerical	3-24 mos. service	2 wks. notice
	25 or more months	3 wks. notice
Maintenance/Guards		2 wks. notice
Professional	3-12 mos. service	4 wks. notice
	13 mos. to 5 yrs.	6 wks. notice
	5 years or more	8 wks. notice

## Counseling

If an employee performs his job in an unsatisfactory manner, he may be counselled by his supervisor and his personnel records will be annotated to that effect.

If an employee fails to remedy the defect within the time specified by his immediate supervisor, he will be terminated at once, and receive severance pay in the amount of  $\frac{1}{2}$  the above schedule.

## Discipline

An employee may be subject to disciplinary action for the following:

- violation of Corcoran rules;
- violation of security measures;
- falsification of time cards;
- abuse of sick leave privileges;
- conduct that would jeopardize a Corcoran insurance policy or other Corcoran contract;
- unexcused absence from duties without leave which includes leaving unattended ones assigned work space;
- excessive absence or lateness without cause;
- discourteous conduct towards the public or other employees;
- being intoxicated on the job;
- conviction in any trial court of a felony or of any misdemeanor involving moral turpitude;
- any acts resulting in unfavorable publicity to the Corcoran, or any acts jeopardizing the tax exempt status of the Corcoran.

For breaches of the foregoing, an employee may be warned, censored or reprimanded and in serious cases may be



discharged. In any proceeding involving discipline, the employee's supervisor shall determine the facts and recommend the penalty therefore.

The supervisor's action shall be reviewed by the Executive Vice President upon the petition of the employee in writing within three days of the supervisor's action, stating his reasons or challenges to the supervisor's finding or recommendations of the discipline to be imposed. The Executive Vice President's disposition shall be final. If an employee is discharged for disciplinary reasons, he will not be eligible to either the notice or severance pay provisions above.

Final Pay

Final pay will be issued when the supervisor is satisfied that the terminated employee has turned in all keys and other Corcoran property in his possession.



## SECTION II. ATTENDANCE

### Working Hours

Office hours in general will be Monday - Friday as follows:

Art School	8:00 am - 7:00 pm	Regular
	9:00 am - 5:00 pm	Vacation
Gallery	9:00 am - 5:00 pm	

Lunch periods and breaks will be determined by the supervisors; such time is not accruable. Weekend hours are as determined by the department head.

### Promptness

Staff members are expected to be at their desks promptly. Lateness causes inconvenience to others, leaves telephones unanswered and creates a poor working atmosphere.

### Time-keeping

All personnel keep a monthly attendance sheet and transmit this to the Management Office on the first of each month for the preceding month, for use of payroll and personnel sections. This monthly time sheet is also used to record sick and annual leave taken and accrued.

A time clock is provided for use of guards and workmen at the Corcoran. Supervisors will insure timecards are maintained for temporary or part-time staff employees for payroll and control purposes. After being approved by the supervisor, timecards are forwarded to the Payroll Office.

Overtime must be approved in advance by the department head. Timecards must reach the payroll section on the Monday before payday. Overtime is included in regular pay checks. Payroll dates are posted adjacent to the time clock and are distributed to department supervisors.

### After Hours

Employees entering or leaving the Gallery when it is officially closed (between the hours of 6 pm and 9 am) will be required by the watchmen on duty to sign in and out.

### Overtime

Because of the generous vacation provisions, professional, secretarial and clerical personnel do not receive overtime pay. When conditions make it necessary for them to do



additional work after regular hours they may receive compensatory time off at the discretion of the supervisor. Maintenance and guards crew receive overtime as defined in Administrative Directive #5 dated December 17, 1970.

#### Holidays

There are five holidays observed when the Gallery will be completely closed.

New Year's Day	Thanksgiving Day
Independence Day	Christmas Day
	Labor Day

Should any scheduled holiday fall on Sunday, it will be observed on Monday following, unless the exhibition schedule necessitates the designation of an alternate day. At the discretion of the administration, the preceding Friday or the following Monday may be granted for any holiday falling on Saturday.

If a holiday falls within an employee's vacation period, compensatory time off is granted, though not necessarily as a day to be added to the vacation period.

There are two holidays when the Gallery will be open and one staff member is required to be on duty.

Washington's Birthday      Memorial Day

All regular full-time employees receive full pay for holidays observed. However, because only the Gallery offices can be closed in observance of a holiday, employees who are required to work on any of the scheduled holidays are given an alternate day off to be taken within four weeks after the occurrence of the holiday.

All regular full-time employees will also have a choice of Veteran's Day or the day after Thanksgiving as a paid holiday.

Unscheduled absence for any reason on the day before or the day following a holiday will not be paid unless the absence is taken as a vacation day. If the time is taken to lengthen a vacation, then it should be approved ahead by the supervisor.

#### Annual Leave

Leave will normally be taken during the summer months between June and Labor Day. However, it may be scheduled at some other time if it does not interfere with Corcoran operations. For new employees, leave may not be taken



until the completion of the three month probationary period. Annual leave should be taken each year. Accrual beyond that earned in any one year will not be approved for personnel with less than 5 years service. After 5 year's service, the maximum accrual will be 40 days.

Accrual of  
Annual Leave

Annual leave will be accrued on a monthly basis as follows:

1st year of service:  $1\frac{1}{4}$  working day accrued for each month worked.  
2nd to 5th year of service: 20 working days accrued at  $1\frac{3}{4}$  days per month.  
6th to 10th year of service: 25 working days accrued at 2 days per month.  
10 years of service and over: 30 working days accrued at  $2\frac{1}{2}$  days per month.

This schedule is effective for all personnel employed after the publication of this policy.

Staff members will submit a leave request by May 15th of each year to their supervisors. Supervisors will notify the Management Office of vacation schedules by the end of May for payroll purposes. Any requests for advance vacation pay should be submitted to the Management Office two weeks prior to the beginning of the leave period.

No annual leave is accrued by employees who are paid an hourly rate and who work less than one-half time.

Absence

Regular, dependable attendance is expected of each staff member. If an employee is unable to report for work because of illness or any other emergency, the supervisor must be notified as soon after 9:00 as possible on the first day of the absence and should be kept informed thereafter as to the probable duration of the absence. If the necessity for being absent for any reason can be anticipated, the employee must inform his supervisor as far in advance as possible.

Sick Leave

Sick leave will accrue at the rate of one day per month and may be taken after one month's service. Sick leave will not be accrued beyond 3 months leave. Sick leave



used beyond that accrued will be charged to accrued annual leave. Leave without pay will be taken if all accrued sick and annual leave has been taken. Leave without pay may be granted at the written request of the employee to his supervisor with each request considered in the light of personal needs and requirements of the job. The Executive Vice President will be advised of cases of prolonged illness.

Since sick leave is granted to protect the employee against loss of income because of inability to work, it is not permissible to use sick leave credit for any other reason than illness or an equivalent emergency.

Death in  
the Family

In the event of a death in the immediate family (parent, spouse, child, brother, sister) the employee will be paid for three days' absence.

Court  
Leave

The Corcoran wishes to cooperate with employees who are called upon to meet their obligations as citizens by serving on juries. Permanent full-time employees will be granted leave with pay while serving on any Federal, State, or District court jury.



### SECTION III. COMPENSATION

#### Payroll Information

Permanent full and part time employees are paid by check on a bi-weekly basis. Payroll dates are distributed to departments and should be posted.

#### Salary Advances

It is against the policy of the Corcoran to give any portion of the salary in advance of the regularly scheduled pay dates.

#### Payroll Deductions

The Social Security Act requires employees to deduct a percentage of each paycheck as the employee's contribution toward his Federal Old Age Benefits. Each employee must have a Social Security Account number to which payments are credited.

The Federal Government, the State of Maryland, the Commonwealth of Virginia and the District of Columbia require all employers to deduct a withholding (income) tax from each employee's pay, and for this purpose each employee must complete a form (W-4) indicating his dependency status and authorizing the Corcoran to withhold proper amounts from his pay. Any change of status or corrected deductions require the completion of a new form.



#### SECTION IV. GALLERY BENEFIT PLANS

##### Health Benefit Plan

Each employee will be covered without cost by Health and Hospitalization Insurance commencing the first day of the month after 90 days of employment. Family Plan coverage is also available through payroll deduction. If one is already covered by a policy held by one's spouse, at his or her employment, the Corcoran plan will not apply.

##### Group Life Insurance

A contributory life insurance plan is available to employees after completion of six months service. If insurance is not desired the employee must sign a waiver. The amount of coverage will be based on annual salary according to the following scale:

10,000 annual salary & over	10,000 insurance	10.00per mo.
6,000 but less than 10,000	7,500 insurance	7.50per mo.
4,000 but less than 6,000	5,000 insurance	5.00per mo.
Less than 4,000	2,500 insurance	2.50per mo.

Upon termination of services, an employee can elect to continue the policy by private arrangement with the insurer or apply for a full refund of all contributions made, or request a paid-up policy.

##### Pensions

Pensions are paid by the Gallery on a non-contributory basis. The age for retirement is 65 years contingent upon the completion of twenty-five years of consecutive service. The pension is at the rate of 30% of the average salary received during the last five years immediately preceding the employee's retirement. In the event total service at retirement date is less than 25 years, retirement benefits are reduced by 1/25 for each complete year of service less than 25, and no benefits will be paid to any employee with less than 10 years service.



## SECTION V. STATE AND FEDERAL BENEFIT PLANS

### Social Security

Under the Social Security Act, both the employer and the employee are taxed an equal percentage in order to provide retirement and Medicare benefits for employees who have retired from active service and who otherwise qualify. Employees may elect retirement at age 62 with a proportionately reduced monthly benefit. The Social Security Act also contains important provisions for benefits for the families of workers. Complete information may be obtained from the nearest Regional Office of the Social Security Board.

### Workmen's Compensation Insurance

Under the Workmen's Compensation Act of the District of Columbia, provision is made for benefit payments to employees who are injured while at work or who contract occupational diseases. To meet the requirements of the Act, the Corcoran carries compensation insurance. It is important that every injury sustained while at work, no matter how slight, be reported immediately to the supervisor or department head for proper handling.

### Unemployment Insurance

The Corcoran participates in the District of Columbia Unemployment Compensation Insurance as required by law.



Ce Ce

## SECTION VI. STAFF PRIVILEGES

### Staff Discounts

Staff members receive a courtesy discount on all purchases at the Gallery Store.

### Special Events

Staff members are invited to attend previews of exhibitions, music evenings and all other events that are not specifically arranged for a private group or by formal invitation.



## SECTION VII. CUSTOMS AND PRACTICES

### Procedures

Administrative Directives and Procedures are issued as necessary to guide employees in carrying out their assigned duties.

### Employee Records

It is important that all records be kept up to date and that changes in name, address, telephone number, marital status or number of dependents be reported promptly to the payroll section and the personnel section.

### Office Coverage

It is essential that offices be covered at all times during the regular working hours. In order that this may be done, the following rules must be observed:

Lunch hours are arranged and staggered so that adequate coverage is assured. When the number of employees in an office does not permit this arrangement, the telephone operator must be notified when and for how long an office will not be covered and told the duration of the absence. Messages of all incoming calls and inter-office messages may then be picked up at the switchboard.

When it is necessary for an employee to be away from his desk, he should let someone in his department know where he may be found and how soon he expects to return. The telephone operator must be notified if there is no one in his office to whom he can report his absence from his desk. Records and/or information are sometimes needed on short notice or important telephone calls may come in that require immediate attention.

Except for the lunch hour, staff members are not to leave the Corcoran without the permission of their supervisor.

### Scheduled Events

All employees should acquaint themselves with events scheduled for the current week and with opening and closing dates of present and future exhibitions. A monthly calendar of Corcoran activities is distributed to each employee and should be carefully followed for current meetings, lectures and special events, as well as information regarding exhibitions. Also, the Public Relations Office distributes copies of releases to staff members in order to keep them informed.



For obvious reasons, staff members at the Information and Sales Desk should keep abreast of activities in other museums and galleries, as well as our own.

#### Security

Security is everyone's responsibility. The Gallery is a public place. Whenever an employee is in a public area, he should be on the alert for hazards to visitors or the art objects. No work of art may be brought into, taken out of or moved within the Gallery without the prior knowledge of the Registrar. No one is to handle works of art except those authorized by the Associate Director or Curatorial Staff. Employees should set standards of exemplary conduct when in the Gallery and should not hesitate to question, in a friendly way, any suspicious activity on the part of visitors to the Gallery and should report such to the nearest guard. Each employee is responsible for the equipment he uses and the security of his work area. Equipment and personal property must be locked up if unattended. Employees should also know the location of the nearest fire extinguisher and fire exit.

#### Care of Work Areas

The offices and working areas are cleaned each night and staff members are expected to maintain a generally neat appearance in their areas at all times. Particular care must be taken to insure the safety of confidential records, correspondence and other items of importance by placing them in files or cabinets at the end of the day. All desk surfaces should be cleared at closing time.

#### Care and Maintenance of Office Equipment

The employee is responsible for the care of the equipment assigned to him. Typewriters, adding machines and other mechanical devices should be protected at night with covers provided for the purpose. Typewriters are inspected and cleaned periodically but should be cleaned in the interim by the employees using them. When any office machine fails to work properly, the fact should be reported immediately to the Management Office. Copying machines are to be used for Corcoran business only.

#### Lights

Lights should be used only when needed. Employees are responsible for turning off lights at closing time and at any other times when they are not in use.



Requisitions	Office supplies are maintained in the Management Office and School Office and are requisitioned as necessary. Special supplies must be requisitioned through the Management Office or School Office two weeks prior to the date they are needed.
Personal Mail	For obvious reasons, the Mailroom should not be burdened with personal mail. The Mailroom is not staffed to handle letters or packages of a personal nature. Staff members are requested to have their correspondents send personal mail to home addresses.
Personal Telephone Calls	<p>The telephone operator is on duty from 8:30 am to 5:30 pm. Personal telephone calls should be kept at a minimum and be made as brief as possible. Staff making personal toll and long distance calls should ask the operator to bill them to home telephone numbers. When it is necessary to make toll calls during periods when the switchboard is closed, the Corcoran operator must be notified the following morning so that the call can be properly recorded. Although during regular business hours certain toll calls can be dialed directly without going through the switchboard, the same rule of reporting to the operator applies.</p> <p>If a member of the Corcoran staff finds it necessary to place a long distance telephone call for Corcoran purposes while away from the Corcoran, he should have the call charged to his home phone number and apply to the Comptroller to be reimbursed by presenting his annotated telephone bill.</p>
Personal Telegrams	When personal telegrams or cablegrams are telephoned to the Western Union Office they should be billed to the home telephone number.
Lunch Period	It is recommended that staff members make a complete break in the office routine by leaving their offices during the lunch period. No food of any kind in opened packages may be kept overnight in desk drawers or filing cabinets, and full cooperation is requested in disposing of all luncheon refuse in the offices.



Smoking

Smoking is absolutely forbidden in the exhibition galleries, Corcoran auditorium, studios, Student Gallery, stairways and elevators; and in the picture storage area and the packing area. Smoking is also forbidden at the Information and Sales Desk. Although no general restrictions are placed upon smoking in the offices during working hours, consideration should be given at all times to the comfort and convenience of others.

Emergencies:  
Accident or  
Illness

In case of sudden illness or an accident in the Gallery to members of the public, the Associate Director should be notified immediately. In the School, the Registrar's Office is notified of any illness or accident to the public.

All accidents to staff members, however slight, must be reported immediately, in detail, so that a report can be submitted to the Workmen's Compensation Board.



#### SECTION VIII. CHANGES

The policy and procedures outlined in Section I - VII, dated February 1, 1971, have been adopted by the Trustees as a statement of policy and practice.

Changes in policies contained in the Staff Manual may be made by the Executive Vice President and adopted therein when consistent with the policies of the Trustees. Said changes to be effective upon publication and distribution.

Any changes will be ratified by the Trustees at subsequent board meetings.



CORCORAN GALLERY OF ART  
SUPPLY REQUISITION

MEMORANDUM TO: Management Office

FROM:

DATE:

Quantity	Description

This form was referred to in SECTION VII CUSTOMS &  
PRACTICES



## LEAVE RECORD

Leave Record for the month of \_\_\_\_\_

NUMBER OF DAYS TAKEN DURING THE MONTH OF \_\_\_\_\_

EMPLOYEE'S NAME	Ann. Leave	Sick Leave	Leave w/out pay	Comp. Time Off	Other

Compiled by: \_\_\_\_\_

19

February 1, 1971